

# Food Hygiene Rating Scheme: Request for a re-visit

## Notes for businesses:

If you have improved your hygiene or structural standards highlighted by the inspecting officer in your inspection report, you can request a revisit to be carried out with a view to being issued a new food hygiene rating.

There is a non-refundable charge of £153.00 (this is VAT exempt) payable in advance for this service. The re-rating visit will be unannounced and will be carried out within three months of receipt of payment.

You should try to provide as much evidence as possible to demonstrate that you have improved in one or all of the three scoring areas as listed in the actions taken section.

Do not send payment with this application, we will contact you to confirm sufficient information has been provided. We will then contact you to arrange payment.

There is no limit to the number of times you can request a re-rating inspection.

If we fail to visit within three months of receipt of payment, we will refund your payment and carry out a free re-rating visit.

The inspecting officer will give a food hygiene rating based on the level of compliance that is found at the time of the inspection. Please note that ratings can go up, down or remain the same.

Any non-compliance with food law found during an inspection will be assessed using our published enforcement policy and the FHRS Brand Standard.

## Business details

Food business operator/proprietor

Business name

Business addresses

Business tel. number  Business email

## Inspection details

Date of inspection  Food hygiene rating given

## Action taken

Please describe the remedial action you have taken with reference to the issues identified in the inspection letter/report provided to you by your local authority with your score:

Compliance with food hygiene and safety procedures

Compliance with structural requirements

Confidence in management/control procedures

Please provide any other supplementary evidence (e.g. photographs, invoices, copies of relevant HACCP documentation etc.).

Signature

Name in capitals

Position

Date

**Please now return this form to:**

**Runnymede Borough Council,  
Runnymede Civic Centre,  
Station Road,  
Addlestone,  
Surrey, KT15 2AH**

**Or by email to:** [Helen.jones@runnymede.gov.uk](mailto:Helen.jones@runnymede.gov.uk)