

## Food Hygiene Rating Scheme REQUEST FOR A RE-VISIT

**Notes for Businesses**

- As the food business operator of the establishment, you have a right to request a re-visit for the purposes of re-rating if you have taken action to rectify the non-compliances identified at the time of inspection.
- You can make one request for a re-visit per each planned statutory inspection by London Borough of Sutton and you can make this at any time after the inspection provided that you have made the required improvements.
- You must provide details of the improvements made with your request, including supporting evidence where appropriate.
- If Kingston and Sutton Shared Environment Service considers that you have provided sufficient evidence that the required improvements have been made, and provided that you have paid the £170 revisit fee, Kingston and Sutton Shared Environment will make an unannounced visit. This will take place within three months – you should be aware that your rating could go up, down or remain the same.
- To make a request for a revisit, please use the form below and return it to the Lead Officer for Food – contact details as below.

<b>Food Business Operator/Proprietor:</b>			
<b>Business Name:</b>			
<b>Business Address:</b>			
<b>Business Telephone No.:</b>			
<b>Business Email:</b>			
<b>Inspecting Officer Name:</b>			
<b>Date of Inspection:</b>		<b>Food Hygiene Rating Given:</b>	

Please describe the remedial action you have taken with reference to the issues identified in the inspection letter/report provided to you by London Borough of Sutton with your score:-

<b>Compliance with Food Hygiene and Safety procedures</b>	
<b>Compliance with Structural requirements</b>	
<b>Confidence in Management/Control procedures</b>	

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

<b>Signed:</b>			
<b>Name in capitals:</b>			
<b>Position:</b>		<b>Date:</b>	

## **Alert – the fee to pay is £200**

### **Please now return this form to:**

Kingston & Sutton Shared Environment Service  
Civic Offices, St. Nicholas Way, Sutton SM1 1EA or email as an  
attachment to [food.safety@sutton.gov.uk](mailto:food.safety@sutton.gov.uk)

### **HOW TO PAY**

The fee for a re-rating inspection visit is currently **£200**; this is to be paid in full, along with the provision of this form and your supporting documentation for officer assessment **before** any revisit will be completed.

Please go to [www.sutton.gov.uk](http://www.sutton.gov.uk)

Select - **'Pay for it'**

Select - **Miscellaneous Payments under 'Pay for it'**

Choose

- **Food Hygiene re rating**

**You may make payments using this secure site with most major credit or debit cards (not Diners Card or American Express)**