

## FOOD HYGIENE RATING SCHEME – REVISITS PROCEDURE

### Introduction:

Burnley Borough Council is participating in the National Scheme in partnership with the Food Standards Agency. The scheme provides consumers with information about hygiene standards in food businesses which supply food directly to consumers for consumption either on or off the premises. The purpose of the scheme is to help consumers make informed choices about the places where they eat out and from which they purchase food. This will also encourage food businesses to improve hygiene standards.

Food businesses covered by the scope of the scheme will be inspected by the Council's Food Safety Officers, and a food hygiene rating will be allocated. Burnley Borough Council will notify the food business of the rating within 7 days of the inspection. If no appeal is entered within a 21 day period following notification, the rating allocated will be submitted for publication on the National Food Hygiene Rating Scheme website at:

<http://ratings.food.gov.uk>

### Requesting a revisit:

Following inspection, should a food business operator take action to rectify non-compliances identified, a request may be made for a further visit to re-rate the business. **There will be a charge** for each re-visit carried out at your request.

The quickest and most efficient way is to apply online using the council website [www.burnley.gov.uk](http://www.burnley.gov.uk) (Click 'Apply' - Food Hygiene Rating Revisit Inspection – *you need to either* Sign up, login or continue without an account before you can complete the application).

You can also apply by manually submitting this application form and pay the slightly higher cost (see the website for amount payable). How to make the payment when submitting a manual form can be found on the back of this document.

Food Safety Team  
Burnley Borough Council  
1<sup>st</sup> Floor Parker lane  
Burnley BB11 2BY

**Revisit procedure:**

Revisits will be unannounced and will take place within 3 months from the date the application and payment have been submitted.

At the time of any revisit, the officer will check that the required improvements have been made and will also assess the overall level of compliance. This means that the rating could go up, down or remain the same if deemed appropriate.

Should you require further information on the National food Hygiene Rating Scheme, please contact the Council's Food Safety Service or visit the Food Standards Agency website at [www.food.gov.uk](http://www.food.gov.uk).

**Additional information:**

Information is also available on the following aspects of the scheme:

- Submitting an appeal
- Using the "Right to Reply"
- Advice on which food businesses are included, excluded and exempted
- Advice on the ratings

# FOOD HYGIENE RATING

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

Ref:

### 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 a request for a re-visit at any time after the statutory 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 the local authority considers that you have provided sufficient evidence that the required improvements have been made, the local authority will make an unannounced visit. This will take place within three months of the application and payment.
- The local authority officer will give you a 'new' food hygiene rating based on the level of compliance that is found at the time of the re-visit - 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 with your payment to the food safety team from your local authority – contact details are provided with the written notification of your food hygiene rating.

Food business operator/proprietor			
Business name			
Business address			
Business tel no		Business email	
Date of inspection		Food hygiene rating given	

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 (please turn over for additional comments):

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.).

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Signed			
Name in capitals			
Position		Date	

## **Additional comments**

*Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary in order to fulfil its official functions. The data may also be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council.*

*More details may be found in the Privacy Notice on the Council's website <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>*



If you wish to pay by BACS transfer, please use the following details.

Bank. HSBC  
Account 91206850  
Sort Code 40 – 15 – 17

<b>Customer Ref / Account Id No. :</b>	<b>Payment for:</b>
<b>FSAFE/3331</b>	<b>Food Hygiene Re-Rating</b> Food Export Health Certificate Street Traders Food Advisory Visit
R6160 / 3331	All taxi matters
HSAFE / 3331	Skin Piercers Registration Animal Welfare Licences (pet shops, boarding kennels, riding establishments etc)
R6161 / 3331	Premises Licences (alcohol & entertainment) Personal Licences (alcohol) Gambling Premises Scrap Metal Lotteries
R6005/3358	Environmental Permits Environmental Protection Matters

Alternatively, card payments can be made by telephoning the cashiers office on 01282 425011 or in person at Contact Burnley, Parker Lane, Burnley, BB11 2BY and quoting the appropriate reference above.

Please email a copy of your remittance advice to: [tracy.crawshaw@liberata.com](mailto:tracy.crawshaw@liberata.com)  
(copy to [licensing@burnley.gov.uk](mailto:licensing@burnley.gov.uk) and [envhealth@burnley.gov.uk](mailto:envhealth@burnley.gov.uk) )

Payments by cheque should be made payable to “Burnley Borough Council”.

PLEASE NOTE CASH PAYMENTS CAN NOT BE ACCEPTED