Notes for businesses:
Please quote this reference in correspondence in relation to this request: WK 2019/………

- 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. **City of London Corporation will charge for this re-visit. The fee currently is £210.**
- There is no limit on the number of requests you may make.
- You must provide details of the improvements made with your request, including supporting evidence where appropriate.
- If we consider that you have provided sufficient evidence that the required improvements have been made an officer will make an unannounced visit. This re-visit will be carried out within three months of the receipt of your request and payment of the fee. **The fee must be paid at the time of application for a re-visit and the three month period will only start once the fee has been received. See below for how to pay.** Note: If we do not receive full payment within 21 days we will assume you do not wish to proceed.
- When we complete the revisit inspection we will give you a 'new' food hygiene rating based on the level of compliance at that time- 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 food safety officer from your local authority – contact details are provided below and with the written notification of your food hygiene rating.

### 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: rerating@cityoflondon.gov.uk

or post to: Food Safety, Port Health and Public Protection Service, Department of Markets & Consumer Protection, City of London, PO Box 270, Guildhall, London, EC2P 2EJ

How to pay:

You can make payment using the following methods. Please quote the WK/ reference number provided on the front of this form; failure to do so may result in a delay in your payment being credited.

1. Direct Funds Transfer / BACS using the following bank details:

   Sort code: 30-00-00
   Account number: 00202762

   Please send a screenshot or confirmation of your payment to: rerating@cityoflondon.gov.uk quoting the reference number.

2. Cheque made payable to ‘City of London’. Please enclose with your request form.

3. If you prefer to pay on receipt of an invoice, please indicate this when returning your form and provide the following details:

   Contact Name
   Purchase Order or other reference you wish to be quoted

   If different from above, please also provide:

   Business Name to be invoiced
   Billing Address
   Telephone Number
   Email Address