



**Notes for businesses:**

- As the food business operator of the establishment, you have a right to request a revisit for the purposes of re-rating if you have taken action to rectify the non-compliance identified at the time of inspection. This is provided when you have paid the reasonable costs (currently £203 as of 01/04/2024). Payment must be provided in advance at [www.derby.gov.uk/food-pay](http://www.derby.gov.uk/food-pay)
- You may apply for a re-scoring visit at any time and as often as you choose, as long as a payment of £203 is submitted with each request.
- 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, an unannounced inspection will be undertaken in accordance with our re-score visit procedure and within 12 weeks of your request.
- 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 to the Food and Safety Team– contact details are provided with the written notification on your food hygiene rating.

**Business details**

Food Business Operator / Proprietor

Business Name

Business address

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

- **Return this form to:** The Food and Safety Team, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS **or** electronically to [foodandsafety.Duty@derby.gov.uk](mailto:foodandsafety.Duty@derby.gov.uk).
- **You must** ensure you have paid your application fee of £203 before submitting this form at: [www.derby.gov.uk/food-pay](http://www.derby.gov.uk/food-pay)

***The Food and Safety Team of Derby City is committed to protecting and respecting your privacy when you use our services.***

### **How is your information used?**

In performance of our public tasks use the information collected to enable us to contact you in relation to food hygiene and health and safety inspections, during the investigation of complaints about your businesses and to keep you informed on new guidance or legal requirements. In the case of an investigations or complaints, the information may be used to identify the source of illness, identify the cause of an accident or investigation breaches of businesses obligations in law.

### **Who will your information be shared with?**

Your information may be shared within the Council, and with external agencies and other Government Departments. We do not share your information with anyone else unless we are required to do so by law or it is necessary to provide our services to you. We may share your information with the following:

**Internal:** Building Control, Environmental Protection, Licensing, Trading Standards Land Charges, Planning etc.

**External:** Derbyshire Fire and Rescue, Public Health England, Health and Safety Executive, HM Revenues and Customs, Police Quality Care Commission etc.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from the Contact Support Team, Business Support, Derby City Council, Council House, Derby DE1 2FS. Email: [contact.support@derby.gov.uk](mailto:contact.support@derby.gov.uk) Tel: 01332 640825.