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| **Food hygiene rating logo** | **The Food Hygiene Rating (Wales) Regulations 2013, Schedule 3** |

Form for requesting a re-rating inspection

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| **Notes for businesses**   * As the operator of a food business you have a right, under Section 12 of the Food Hygiene Rating (Wales) Act 2013, to request at any time, an inspection for the purposes of re-rating, provided that you have paid the reasonable costs (currently £180 (as of 1.4.2019), payment must be made in advance to Neath Port Talbot CBC) of the re-rating in accordance with Section 13 of the Food Hygiene Rating (Wales) Act 2013 **and** the following conditions have been met:  1. any appeal against the current food hygiene rating has been determined; 2. you have notified the food authority of improvements made to hygiene standards at the establishment (please give details below); 3. the food authority considers it reasonable to further inspect and assess the establishment in view of the improvements said to have been made; 4. **the current food hygiene rating sticker is displayed at your establishment in accordance with the requirement of Section 7 of the Food Hygiene Rating (Wales) Act 2013 and regulation 9 of the Food Hygiene Rating (Wales) Regulation 2013;** 5. you have agreed to ensure that the food authority will be given access to carry out an inspection of the establishment for the purpose of re-rating.  * The local authority officer will give you a 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 safety officer from your local authority – contact details are provided with the written notification of your food hygiene rating. * The re- rating visit will take place within 3 months of the request being made, and will usually be made without prior notification. * Once an application has been received and we have begun processing your submission a fee refund will not be provided, including where a breach of the above conditions is found. |

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|  | Name of Food business operator | | | | | | |  | | | |  | | | | | |  | |
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|  | Business name | | | | | | |  | | | |  | | | | | |  | |
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|  | Business addresses | | | | | | |  | | | |  | | | | | |  | |
|  |  | | | | | | |  | | |  | | | | | | |  | |
|  | Business tel no | |  | | |  | | | | | | | | | | | |  | |
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|  | Business email | |  | | |  | | | | | | | | | | | |  | |
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|  | Date of inspection |  | | |  | | | | | | | | |  | Food hygiene rating score given |  |  |  | |
|  | Date report received |  | | |  | | | | | | | | |  | Date rating displayed on premises |  |  |  | |
|  |  | | | | | | |  | | | |  | | | | | |  | |
|  | Contact name (if different to that of food business operator) | | | | | | | |  | | | |  | | | | |  |
|  |  | | | | | | | |  | | | |  | | | | |  |
|  | Head office address or contact addresses (if different to that of food business operator) | | | | | | | |  | | | |  | | | | |  |
|  |  | | | | | | |  | |  | | | | | | | |  |
|  | Contact tel no | | |  | | |  | | | | | | | | | | |  |

**Please describe, the improvements that you have made with reference to the issues identified in the inspection letter/report provided to you by your local authority with your food hygiene rating:**

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|  | Compliance with food hygiene and safety procedures |  |  |  |
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|  | Compliance with structural requirements |  |  |  |
|  |  |  |  |  |
|  | Confidence in management/control procedures |  |  |  |
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Please provide any other supplementary evidence (e.g. photographs, invoices, copies of relevant documentation etc.):

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Please ensure this form is signed and dated after being fully completed:

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|  | Signed | | | |  | |  | | | | | |  |
|  |  | | | |  | |  | | | | | |  |
|  | Name in capitals | | | |  | |  | | | | | |  |
|  | |  | | | |  | |  | | | | |  |
|  | | Position |  |  | | | | |  | Date |  |  |  |
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**Please now return this form (and submit the current application fee of £180) for the attention of:**

**Neath Port Talbot C.B.C.**

**(FAO Food Safety Section),**

**The Quays, Brunel Way, Baglan, Neath Port Talbot. SA11 2GG.**

**Cost is: £180.00 (no VAT), payment can be made on-line at www.npt.gov.uk [See: Make a Payment > Food Hygiene rating: Rescore request > Other Payments > Food Hygiene Rating Rescore charge > Food Hygiene Rating Rescore charge ]. Please note: this fee is non-refundable.**

**For Debit Card payment, please phone Food Safety section on 01639- 685290 / 685611 or 686868.**

**For Cash payment, please pay only to the Cash Desk by 3pm at Civic Centre in Neath, or Port Talbot. Please retain your receipt.**

**Please Note: Cheque payments take longer to process and are not recommended- however, if paying by cheque, please make it payable to “Neath Port Talbot CBC”**

**Payment Code is 810108.**