

Animal Activities Licence – Request for a Re-Rating

Notes for Licence holder/Operator

As the Licence holder you have a right to request a visit for the purposes of re-rating if you have taken action to rectify the non-compliances or additional improvements identified at the time of your inspection.

You can make as many requests for a re-rating as you wish provided that you have made the required improvements. You must provide details of these improvements with your request, including supporting evidence where appropriate.

If Tendring District Council 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 request being received. The Council can choose to carry out the requested re-visit sooner than this.

The inspecting officer will give you a 'new' rating based on the level of compliance that is found at the time of the re-rating visit – you should be aware that your rating could go up, down, or remain the same.

To make a request for a re-rating visit, please use the form below and return it to the address below. A fee of £120 is payable for which an invoice will be issued.

Full Name of Applicant(s)	
Address of Applicant(s)	
Contact Numbers for Applicant(s) (Landline and Mobile)	
E-mail Address of Applicant(s)	

Name of Business	
Address of Licenced premises (if different to applicant details)	
Date of Inspection	
Licence Number	
Star-Rating	

Please describe the improvements you have made in the table below. Please refer to the issues identified in the inspection letter/licence conditions provided to you by the inspecting officer with your licence and star-rating:

Structural / improvement work carried out	
Training completed	

Policies and Procedures updated / Records amended	
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Please provide any other supplementary evidence (eg photographs, invoices, copies of relevant documentation, etc).

Declaration

I am aware that a re-rating visit could result in my rating staying the same, or going up or down

Date:	Signature of applicant:
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Please return this form to: Environmental Health Team Leader (Food, Health & Safety Team), 88-90 Pier Avenue, Clacton-on-Sea, Essex CO15 1NT, or e-mail a scanned and signed copy to fhsadmin@tendringdc.gov.uk.