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| Request for a re-inspectionAnimals Activity Star Rating System |  |

## Notes for businesses:

* If you accept the star rating given and have made the necessary improvements to address the non-compliances identified, you have a right to request a re-inspection for the purposes of re-rating.
* A re-inspection request can be made on this form at any time after receipt of the full inspection report and before the renewal date.
* **The fee for this service is found on our website** [**www.cheltenham.gov.uk/animal-licencing**](http://www.cheltenham.gov.uk/animal-licencing) **and must be paid after officer approval for the application.**
* A re-visit will be carried out within three months from the date of an approved re-inspection application.
* Some visits will be announced; however your request for a re-inspection presumes permission for an unannounced visit where appropriate (i.e. for cleanliness standards).
* A full-inspection will be undertaken (where applicable). Following which we will give you a star rating based on what is found at the time of the re-visit. **You should be aware ratings could go up, down or remain the same**.
* Ensure all sections of this form are completed and returned to the address below. Use additional sheets where necessary.

## Business details

|  |  |
| --- | --- |
| Licence Number:  |  |
|  |  |
| Name of business operator/proprietor |  |

|  |  |
| --- | --- |
| Business name |  |

|  |  |
| --- | --- |
| Premises addresses |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact number |  |  Contact email |  |

## Inspection details

|  |  |  |  |
| --- | --- | --- | --- |
| Last Inspection Date  |  |  Current star rating  |  |
| Action takenPlease describe the remedial action you have taken with reference to issues identified in the last inspection letter/report. Use additional sheets if necessary: |
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| List any supplementary evidence included (e.g. photographs, invoices, copies of relevant documentation etc.).  |  |

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|  |
| Signature |  |
|  |
| Name in capitals |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position |  | Date |  |

**Please return via email to animal.licensing@cheltenham.gov.uk or by post to Environmental Health, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham GL50 9SA**

This authority is obligated to process information fairly and lawfully. The council will process the information you have provided accordance with the relevant privacy statement available at [www.cheltenham.gov.uk/your-data](http://www.cheltenham.gov.uk/your-data).