

Request for a re-inspection Animals 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 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:	<input type="text"/>		
Name of business operator/proprietor	<input type="text"/>		
Business name	<input type="text"/>		
Premises addresses	<input type="text"/>		
Contact number	<input type="text"/>	Contact email	<input type="text"/>

Inspection details

Last Inspection Date	<input type="text"/>	Current star rating	<input type="text"/>
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Action taken

Please describe the remedial action you have taken with reference to issues identified in the last inspection letter/report. Use additional sheets if necessary:

List any supplementary evidence included (e.g. photographs, invoices, copies of relevant documentation etc.).

Signature	<input type="text"/>		
Name in capitals	<input type="text"/>		
Position	<input type="text"/>	Date	<input type="text"/>

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