

Animal Activities Request for a Re-Rating Evaluation

Notes for Licence holder /Operators

- 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 Richmond upon Thames 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, Richmond upon Thames 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 address below with the appropriate fee which includes the inspection fee. Fees are published on our website.

Full Name of Applicant(s)	Please indicate title (i.e. Mr, Mrs, Miss, Ms etc.)
Address of Applicant(s)	Postcode We will use this address for correspondence unless you say otherwise
Contact Numbers for Applicant(s)	Landline Mobile

Email Address for Applicant(s)	
Name of Business / Trading Name (if any)	
Address of licensed Premises (if different to applicant details)	
	Postcode

Date of Inspection	
Licence Number	
Star Rating	

Please describe the improvements you have taken with reference to the issues identified in the inspection letter/report provided to you by inspecting officer with your score:

Records/amended and updated	
Structural / improvement work carried out	

Management / training or policies	
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Please provide any other supplementary evidence (e.g. photographs, invoices, copies of relevant documentation etc.).

Cheques must be made payable to "Richmond upon Thames Council".

Alternatively would you like us to call you to take a telephone payment by Debit/Credit Card?

YES / NO Please circle /delete as appropriate

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

Please now return this form to: Licensing Manager, Richmond upon Thames Council, Regulatory Services Partnership, Licensing, Civic Centre, 44 York Street, Twickenham, TW1 or email to licensing@richmond.gov.uk

Date		Signature of Applicant	
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