**Food Hygiene Rating Scheme Right to Reply Form**

**Notes for businesses**

As the food business operator of the establishment, you have the ‘right to reply’ in respect to your food hygiene rating score given following your inspection.

The purpose is to enable you to explain subsequent actions that have been taken to make the required improvements as detailed in the inspection letter, or to explain mitigation for the circumstances at the time of the inspection. It is not for making complaints or for criticising the scheme or food safety officer.

If you wish to use this ‘right to reply’, please use the form below and return it to the food safety officer that undertook your inspection - contact details are provided with the written notification of your food hygiene rating.

Your comments will be reviewed by the food safety officer and may be edited in order to remove offensive or defamatory remarks before being published online and displayed together with your food hygiene rating at [food.gov.uk/ratings](http://www.food.gov.uk/ratings).

There will be a statement at [Search for ratings | Food Standards Agency](https://ratings.food.gov.uk/) that shall highlight the accuracy of your comments has not been verified by local authority authorities.

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| --- |
| Food business operator: |
| Business name: |
| Business address (including postcode): |
| Business tel no: | Business email: |
| Date of inspection: | Score given: |

## Comments

 [ ]  I agree with the inspection results but have since carried out the following improvements (tick all that apply):

 [ ]  The establishment has been thoroughly cleaned and procedures are in place to ensure that cleanliness is maintained.

[ ]  The establishment has been or will shortly be fully renovated.

[ ]  A new management system has been implemented.

[ ]  There is now a new manager and/or new staff.

[ ]  The staff have been trained/re-trained/given instruction/are under revised supervisory arrangements.

 [ ]  Other – please specify below.

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|   |

[ ]  The conditions found at the time of the inspection were not typical of the normal conditions maintained at the establishment and arose because (Please explain below and use only the space provided. You can also state any other improvements made):

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| --- |
|  |

|  |  |
| --- | --- |
| Signed |  |
| Print Name |  |
| Position  |  |
| Date |  |

Once completed, please return this form by email to: food@shropshire.gov.uk **Alternatively print the form and send to:** FAO: Principal Officer for Food, Health Protection Team, Health / Environmental Protection and Healthy Place, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.