

## **The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018**

### **The Procedure for a re-inspection for the purposes of re-rating a Business.**

7. The re-inspection mechanism applies in cases where businesses with ratings of '1' to '4' have accepted their rating and have subsequently made the necessary improvements to address non-compliances identified during the Council's previous inspection. Businesses should be aware that re-inspection for re-rating purposes could lead to a lower rating being awarded rather than an increase in rating.
8. The business is required to pay for the costs of the inspection at full cost recovery by the Council, for which the business will be invoiced.
9. The request should outline the case for re-inspection and should indicate the actions that have been taken by the business to improve the level of compliance or welfare since the inspection and, where appropriate, should include supporting evidence. The supporting case should refer to those actions that the local authority informed the business would need to be made in order to achieve a higher rating.
10. The business should make the request for a re-inspection in writing to :

Principal Licensing Officer  
Public Protection  
Addenbrooke House  
Ironmasters Way  
Telford  
TF3 4NT

Or by email to [licensing@telford.gov.uk](mailto:licensing@telford.gov.uk)

11. If the case made by the business is not substantiated or insufficient evidence is provided, the Council may refuse to undertake a re-inspection on that basis and will explain why the request is being refused in writing to the business.
12. If the business disagrees with the Council's decision to refuse a request for a re-inspection, the business can raise the issue in writing to :

Public Protection Manager (Trading Standards & Licensing)  
Public Protection

Addenbrooke House  
Ironmasters Way  
Telford  
TF3 4NT

Or by email to [licensing@telford.gov.uk](mailto:licensing@telford.gov.uk)

13. If the matter cannot be resolved, the business has recourse to the local authority complaints procedure. Further information is available on Telford & Wrekin Council's website.
14. If the case made by the business for a re-inspection is substantiated, the Principal Licensing Officer will appoint a suitably qualified inspector to carry out the inspection which will be carried out within three months of receipt of the written request by the Council.
15. The inspection may be made by appointment with the business, or if appropriate, no appointment will be made and the re-inspection will be unannounced.
16. At the time of the re-inspection the Council will not only check that the required improvements have been made, but it will also assess the ongoing standards. The rating could, therefore, go up, go down or remain the same.
17. If the request is not carried out within three months of receipt of the request by the Council, the business can raise the issue by writing to the :

Public Protection Manager (Trading Standards & Licensing)  
Public Protection  
Addenbrooke House  
Ironmasters Way  
Telford  
TF3 4NT

Or by email to [licensing@telford.gov.uk](mailto:licensing@telford.gov.uk)

18. There is no limit to the number of re-inspection visits a business can request, however, there will be a fee for each visit charged at full cost recovery for the Council, which will be payable by the business prior to the re-inspection.