

Animal Licensing Star Rating Appeal Form

Notes for licence holder:

- As the licence holder of the establishment, you have a right to appeal the star rating given following your inspection if you do not agree that the rating reflects the animal welfare standards and risk rating of your business. We would ask that before you submit the appeal form that you contact the officer who inspected your business in order that they might explain the rating as this may mean that lodging an appeal will be unnecessary.
- You have 21 days (including weekends and bank holidays) from the date of receipt of the notification letter to lodge an appeal. (The full appeals procedure can be found on the Council's website.)
- Please use the form below and return it to the address shown at the bottom of the form.
- Your rating will be reviewed, and the outcome will be communicated to you within 21 days of receipt of the appeal form.
- Please note that a further visit may be required and the cost of this will be borne by you should the appeal not result in a higher rating being awarded.

1. Business Details

Licence Holder's Name:

Trading Name:

Business Address:

Telephone Number:

Email Address:

Licence Number:

Licence Type:

2. Inspection Details

Date of Inspection:

Star Rating Awarded:

3. Reason for Appeal

Outline your case for a re-rating. (please make specific reference to the feedback that was provided for the initial rating you received when your licence was issued).

4. Supporting Evidence

Please list, and where necessary, attach supplementary documentation

Signature:

Name:

Position:

Date:

Please return this form to: **Licensing Team, Operations, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ** or email to: ehtechsupport@staffordbc.gov.uk