

REQUEST FOR RE-INSPECTION PROCEDURE

A business can request a reinspection during the term of a licence, where they believe that they have reasonable grounds for the local authority to reassess the star rating applied to their current animal activities licence.

To be clear, reinspection applies where businesses with ratings of 1 to 4 have accepted their rating but have subsequently made the improvements needed to address non-compliances identified during the previous inspection.

If a business wants to request a reinspection, they should:

- **outline the case for a reinspection**
- **indicate what the business has done to improve the level of compliance or welfare since the inspection - this should refer to actions recommended by the local authority**
- **include supporting evidence, if appropriate**
- **be sent to Sunderland City Council Trading Standards Service Animal Licensing Section in writing or via email at animal.licensing@sunderland.gov.uk**

A local authority does not need to accept every request for a reinspection.

If the case made by the business is not substantiated or insufficient evidence is provided, the local authority can refuse the request. If doing so, the Animal Licensing section will explain why it is being refused and state what evidence is required for a reinspection to proceed.

If the business disagrees with the local authority's decision to refuse a request for a reinspection, they can raise the issue with the Head of the Trading Standards department within the local authority. If the disagreement cannot be resolved, the business can make a complaint following the local authority complaints procedure.

If a request for reinspection is granted, the reinspection should be done within **3 months of receipt** of the request. It should be noted that the statutory guidance for local authorities prevents reassessing a star rating based on documentary evidence alone.

At the time of any reinspection, the local authority inspector should check that the required improvements have been made and assess the ongoing standards. **This means that the star rating could go up, down or remain the same.**

Reinspection fees

The business must pay for the cost of the reinspection, which is set by Sunderland City Council in line with other Licence variation costs:

<https://www.sunderland.gov.uk/media/21733/Animal-Licensing-Fees/pdf/AnimalLicensingFees081024.pdf?m=1728405487910>

If a visit takes place the fee is £135 and if no visit takes place it is £35.