

FAO Manager,  
Romeera Leisure Centre,  
Forest Hall Road,  
Stansted,  
Essex,  
CM24 8TZ

9 October 2009

Your ref:

Our ref: HH/AE

Please ask for Mrs. H. Tedman on 01799 510591  
email: htedman@uttlesford.gov.uk

Dear Sir/Madam,

The Food Hygiene (England) Regulations 2006  
Regulation EU 852/2004  
Food Hygiene and Standards Self Assessment Form

You may recall that after your last food inspection, the visiting Officer left an inspection report with you. At the same time a risk rating of the business was carried out. This risk rating takes into account a number of factors including the type of food you produce/sell and the confidence that the Officer had in your management of the business.

I have examined the risk rating register held by the Food Team and found that your business is rated as "low risk". As a result of this you may not receive a visit from a Food Officer on this occasion. You are, however, required to complete the attached self-assessment form and return it to this office for examination.

The aim of this form is to evaluate the level of activity within your business regarding food. There may be sections of the form which will not be relevant to your business, please complete the sections applicable to aid us gather information throughout the district.

If you have any difficulty filling in the form or require any further clarification, then please call the telephone number given at the top of the letter. The form **must be returned within 28 days.** Failure to do so may result in a Food Officer contacting you to arrange a complete inspection.

Yours faithfully,

Helen Tedman  
Environmental Health Technical Officer