

Application for registration under Food Act 2014

Before you start, let's check that you have everything you will need:

- The completed scope of operations document. Find this at www.mpi.govt.nz
- If you are applying for a National Programme (NP) registration, you can choose your verifier. You will need a confirming letter from your verifier to attach to this application. A list of recognised verification (or audit) agencies can be found on the MPI website, under 'registers and lists'. The law requires Councils to verify businesses registered under the template food control plan.
- If your business is a registered limited liability company, a copy of the company registration certificate. See www.companies.govt.nz
- You need to make sure you can confirm that the operator of the food businesses is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007.
- If you were registered with either the Ministry for Primary Industries (MPI) or your local council before 1 March 2016, make sure you have your previous registration IDs on hand. These are IDs such as *FSA-JBIP-12345* or *WEBB-12345*.
- If there are any changes to the details provided in this application after it has been sent (by post or electronically), please advise us in writing immediately.
- Details of payment of your application fee.

For NEW and RENEWED Food Control Plans & National Programmes

1. What type of registration are you applying for?

- MPI template food control plan: Food Service, Care Safe and Specialist Retail
- NP 3
- NP 2
- NP 1

(Hint: You will know which type of registration after you have completed the scope of operations document.)

2. If this is a Renewal, please include your current registration ID number?

3. For Renewals only - Have Any operational details changed in the last 12 months

Yes / No

If **Yes**, please complete the following page;

If **No**, please just sign the next page and return to the Food Act Verifier.

Who is the operator of the food business?

| | | | |
|--|--|---|--|
| Legal Name(s) of Operator (e.g. registered company, partnership or individual): | <input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz) | | |
| NZ Business Number | If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see https://www.business.govt.nz/companies | | |
| Trading Name, if any (i.e. 'Trading As'): | <input type="checkbox"/> Same as legal name above | | |
| Operator Address and Contact Details | | | |
| You must provide this information to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below. | | | |
| Postal Address | | Physical / Courier Address (if different to Postal Address) | |
| Address: | | Address: | |
| Town/City: | | Town/City: | |
| Postcode: | | Postcode: | |
| Country: | | Country: | |
| <input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register. | | <input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register. | |
| Contact Person Details | | | |
| The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact MPI if the details change. | | | |
| Mobile | | Other telephone no. | |
| Email | By entering an email address you consent to being sent information and notifications electronically, if required. | | |
| Operator day-to-day manager name and position | Name: | | |
| | Position: | | |

Who will be doing your verification?

| | |
|--|---|
| Council | <input type="checkbox"/> Fee - \$160.00 per hour (includes travel) |
| Other – insert name of verification agency | <input type="checkbox"/> I have attached a confirming letter from my verification agency. |

Have you attached the scope of operations document for your business if this is a NEW application or an updated Scoping Document ONLY IF changes have been made in the last 12 months

| |
|--|
| <input type="checkbox"/> Scope of Operations attached. Yes / No |
|--|

Applicant Statement

| | | | |
|--|--|-----------|--|
| I confirm that: | | | |
| 1) I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and | | | |
| 2) The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and | | | |
| 3) Neither I nor any directors, partners, or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management, control, or business activities in respect of businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Food Act 2014; and | | | |
| 4) The operator is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and | | | |
| 5) The operator of the food business is able to comply with the requirements of the Food Act 2014. | | | |
| Name | | Job Title | |
| Signature | | Date | |

Payment & Contact details

| Territorial authority to insert their contact details and fees and payment information |
|---|
| <p>Hauraki District Council, 1 William Street, Paeroa P O Box 17, Paeroa 3640 www.hauraki-dc.govt.nz Phone 07 862 8609 or 0800 734834 from within the District</p> <p>Fees: Application fee for Registration or Renewal - \$100.00</p> <p>NOTE: If you are registering as the <u>new owner of an existing registered premises</u> you pay NO fee until the existing registration expires.</p> |

| Final Check before sending your application to (TA to insert preferred address) |
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| <p>Have you:</p> <p><input type="checkbox"/> filled this form in completely and legibly?</p> <p><input type="checkbox"/> attached completed the scope of operations document – if relevant?</p> <p><input type="checkbox"/> attached a letter from your verifier if that isn't Council – if relevant?</p> <p><input type="checkbox"/> attached copies of company registration certificates if you have a registered limited liability company?</p> <p><input type="checkbox"/> read and signed the Applicant Statement?</p> <p><input type="checkbox"/> included fee payment for this application?</p> |

Collection of Information – Territorial authority to insert their equivalent of below.

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 1993, we advise that:

- This information is being collected for the purpose of registering under the Food Act 2014; and
- The recipient of this information, which is the agency that will collect and hold the information, is MPI, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 53 or section 83 of the Food Act 2014, which ever applies. The provision of this information is necessary in order to process an application for registration under either section 53 or section 83; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in a refusal to register, in accordance with section 54 and 57 or section 84 and 87, of the Food Act 2014, which ever applies; and
- Under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information that you have provided.

Collection of Official Information

- All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.
- If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.