

Application for

Food Business – Single & Multiple Sites

Registration under Food Act 2014

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

1. You know what type of registration is required via the MPI ['My Food Rules'](#) webpage.
2. The completed scope of operations document via the MPI [forms and templates](#) webpage.
3. 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 'registers and lists' webpage. The Food Act requires Councils to verify businesses registered under the template Food Control Plan.
4. If your business is a registered limited liability company, a copy of the company registration certificate available on the [New Zealand Companies Register](#) webpage.
5. 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.
6. Details of payment of your application fee prescribed within Council's ['Fees and Charges'](#) webpage.
7. If you are applying for multiple sites please ensure you have all registration information for every address (site) covered in this application. Please [click here](#) to see who you need to register with if you have multiple sites.

What type of registration are you applying for?

- Food Control Plan - Simply Safe and Suitable Version S39-00002
- National Programme 3
- National Programme 2
- National Programme 1

You will know which type of registration you need after you complete the ['My Food Rules'](#) tool on the Ministry of Primary Industries (MPI) website.

Once you have completed all your forms, please pay the fees (see page 4) and email your application to premise@westernbay.govt.nz or drop it off (and pay) at one of our area offices.

Who is the operator of the food business?

Legal Name of Operator/s Choose either 1 or 2 only	<input type="checkbox"/> 1. Individual/s This must be your name, as it would appear on your passport or driver's licence. Name:																				
	<input type="checkbox"/> 2. Registered company*, partnership, family trust *Companies only. I have attached a copy of the company name registration from the NZ Companies office (www.companies.govt.nz) Name:																				
Trading Name	<input type="checkbox"/> Same as legal name above or Name:																				
Operator Address and Contact Details You must provide this information to be registered. However, if the address is a dwelling/house, you may ask that the address is withheld from the public register by ticking the box below.																					
<table border="1"> <thead> <tr> <th colspan="2">Postal Address (to deliver mail to)</th> <th colspan="2">Physical Address (if different)</th> </tr> </thead> <tbody> <tr> <td>Address</td> <td></td> <td>Address</td> <td></td> </tr> <tr> <td>Town/City</td> <td></td> <td>Town/City</td> <td></td> </tr> <tr> <td>Postcode</td> <td></td> <td>Postcode</td> <td></td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> This address is a private dwelling/house </td> <td colspan="2"> <input type="checkbox"/> This address is a private dwelling/house </td> </tr> </tbody> </table>		Postal Address (to deliver mail to)		Physical Address (if different)		Address		Address		Town/City		Town/City		Postcode		Postcode		<input type="checkbox"/> This address is a private dwelling/house		<input type="checkbox"/> This address is a private dwelling/house	
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Postcode		Postcode																			
<input type="checkbox"/> This address is a private dwelling/house		<input type="checkbox"/> This address is a private dwelling/house																			
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. Please contact us if these details change.																					
Phone		Phone																			
Email (must be provided)																					
Name																					
Position																					

Who will be doing your verification?			
Council	<input type="checkbox"/>		
Other Name of verification agency?	<input type="checkbox"/> I have attached a confirmation letter from my verification agency.		
Applicant Statement			
<p>I confirm that: I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and 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 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 The operator of the food business is able to comply with the requirements of the Food Act 2014. I have attached and signed Verification Agreement found at the end this application.</p> <p>I also confirm that: I am authorised to make this application on behalf of the operators listed in section 3; and Every operator of the food businesses covered by the Food Control Plan 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 and Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.</p>			
Name		Job Title	Owner / Manager
Signature		Date	

Final Check before sending your application

Have you:

- filled this form in completely and clearly (readable)?
- attached the completed the scope of operations document?
- attached a letter from your verifier if Western Bay of Plenty District Council is not the verifier?
- attached copies of company registration certificates if you have a registered limited liability company?
- read and signed the Applicant Statement?
- included fee payment for this application?
- included signed Verification Agreement?

Fees

Food control plan

Registration	\$245.00
Verification*	\$562.50
Total	\$807.50

National programme

Registration	\$245.00
Verification*	\$500.00
Total	\$745.00

All prices include GST

If you are applying for multiple sites, the verification fee is per site. Registration fee is \$100 for each additional site.

How to pay

Area office - Barks Corner, Te Puke, Katikati, Omokoroa or Waihi Beach; or

Deposit - ANZ Tauranga 01 0434 0180600 00

Please enter the reference **PREM** and your **COMPANY NAME**

You can email your application or any questions to premise@westernbay.govt.nz or drop it off at one of the above mentioned area offices.

Office Use Only.

GL Code: 50 04 03 3540

Date Paid:

Receipt #:

Amount: \$

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, 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 Western Bay of Plenty District Council, Private Bag 12803, Tauranga, 3143, 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 2020, 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.

Multiple Sites – Only fill in this section if your business has more than one physical site

Please tick the boxes if the address is a private dwelling/house and you wish it to be withheld from the public register.

Site Name		<input type="checkbox"/>
Address		
Town/City		
Postcode		
Site Name		<input type="checkbox"/>
Address		
Town/City		
Postcode		
Site Name		<input type="checkbox"/>
Address		
Town/City		
Postcode		
Site Name		<input type="checkbox"/>
Address		
Town/City		
Postcode		

Verification Agreement

I (name) _____ am the Owner Director Manager (circle one)

Of (name of food business)

I agree to the verification of my food business to be undertaken by the Western Bay of Plenty District Council.

I understand that a Council approved verifier will undertake the verification of my food operation.

I understand that either party may terminate this agreement by notification in writing.

I confirm:

1. That no conflict of interest exists (or may be perceived to exist) between my business and the Council
2. That I will pay all fees incurred in Council undertaking the verification (refer to Council's fees and charges)
3. I will make staff available during the verification to answer questions/show/demonstrate what they do to keep food safe and suitable.
4. I understand that it is my responsibility as the business operator to provide safe and suitable food at all times. The Council does not accept liability for food safety or for any losses incurred by me as the business operator.
5. I have read the standard terms for the verification attached.

I understand the Council:

1. Will provide documentation from the verification in a timely manner.
2. All information gained in the course of the verification process will be kept in accordance with the Council's confidentiality policy.
3. That on the case of critical non-compliance the Council is obligated to report this matter to the Ministry for Primary Industries or other registration authority as appropriate.
4. Will undertake a review, upon request if I believe I have been unfairly treated during the verification process. All concerns should be addressed to premise@westernbay.govt.nz or the Compliance and Monitoring Manager, Western Bay of Plenty District Council, Private Bag 12803, Tauranga, 3143.

Signature

Date

Standard Terms for Verification

Definitions

“The Act” means the Food Act 2014 and any amendments to that Act or Regulations made under the Act such as Food Regulations 2015.

“Risk Based Measure” means the Template Food Control Plan or National Programme the customer is required to operate under.

Nature of the Services

Council will verify your food safety practices as required and (where appropriate) and report your compliance with the risk based measure and with the relevant provisions of the Act to your registration authority and/or MPI. Council will obtain such evidence as we consider sufficient to determine whether or not you are complying with the risk based measure and with the Act.

Standard or Service

Council will provide the services in accordance with Council’s customer charter. Council will ensure your verifier is knowledgeable and competent to verify your specific food business operation.

Confidentiality

All communications between Council and you (the customer) are treated with strict confidentiality. You may request a copy of any correspondence on your customer file at any time, e.g., a past verification report. Any corrective actions or non-compliances identified during the verification process of your business will be notified to the applicable registration authority and/or MPI.

Your General Responsibilities

1. Within 14 days you must advise us of any registration change or intent to change your verification agency.
2. You must maintain records which comply with the requirements of the Template Food Control Plan or National Programme and which contain sufficient detail to ensure that:
 - a. The appropriate staff (who have been suitably trained and instructed) are properly carrying out the food preparation tasks in your business.
 - b. Any restrictions or conditions placed on registration are being complied with.
 - c. That you must notify us of any events or changes to the business which may have an impact on food safety and suitability or changes in the business scope of your operation.

Standard Terms for Verification

Our Charges

Verification fees are prescribed within Council's [Fees and Charges](#) page.

Council's Right to Suspend, Restrict or Stop Providing the Service

If your registration is revoked, surrendered or substituted, or if you do not pay our charges or meet any other responsibilities you have to us, we may suspend, restrict or stop the services at any time. Such activities will be reported to the registration authority and/or MPI.

Complaints and Disputes

If you have a complaint in relation to our services, or the person conducting them, or you dispute any recommendation or corrective action put forward by your verifier, or you would like to comment on the service you received, please contact the Compliance Monitoring Manager. We document all complaints and disputes in an attempt to continually improve our service under our Quality Management System. All complaints or disputes are confidential.

Additional Fees

If your verification runs over the allocated time or you have corrective action requests, you will be charged additional fees to cover the verifier's and administrator's time.