

Application for

Food Business – Single & Multi 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. 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 FSAJBIP-12345 or WEBB-12345.
7. Details of payment of your application fee prescribed within Council’s [‘Fees and Charges’](#) webpage
8. 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.

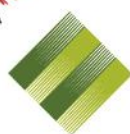
What type of registration are you applying for?

- Food Control Plan
 National Programme 3
 National Programme 2
 National Programme 1

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

If you were registered before 1 March 2016, what was your registration ID number? _____





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 dwelling/house, you may ask that the address is withheld from the public register by ticking the box below.			
Postal Address		Physical Address (if different to Postal Address)	
Address		Address	
Town/City		Town/City	
Postcode		Postcode	
<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.		<input type="checkbox"/> This address is a private dwelling/house 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. Please contact us if these details change.			
Phone		Phone	
Email			
Name			
Position			





Who will be doing your verification?

Council	<input type="checkbox"/>
Other – insert name of verification agency	<input type="checkbox"/> I have attached a confirming letter from my verification agency.

Applicant Statement

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.

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
Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

Name		Job Title	
Signature		Date	

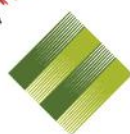
Final Check before sending your application

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 found at page 5 and 6 of this application?

Office Use Only.	GL Code: 50 04 03 3540
Date Paid:	Amount: \$
Receipt #:	





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.

Fees

Food control plan

Registration \$220.00

Verification* \$450.00

Total \$670.00

National programme

Registration \$220.00

Verification* \$400.00

Total \$620.00

All prices include GST

*Please note: If you are applying for a multi-site, the verification fee is per site but only one registration fee

GL Code: 50 04 03 3540

How to pay

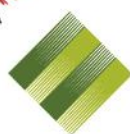
Post - Private Bag 12803, Tauranga Mail Centre, Tauranga 3143; or

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 post to the above mentioned address or drop it off at one of the above mentioned area offices.





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

Site Name

Address

Town/City

Postcode

This address is a private dwelling/house and I wish it to be withheld from the public register.

Site Name

Address

Town/City

Postcode

This address is a private dwelling/house and I wish it to be withheld from the public register.

Site Name

Address

Town/City

Postcode

This address is a private dwelling/house and I wish it to be withheld from the public register.

Site Name

Address

Town/City

Postcode

This address is a private dwelling/house and I wish it to be withheld from the public register.





Verification Agreement Western Bay of Plenty District Council

I (name) _____
being the (state role ie owner/director) _____
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 this agreement may be terminated by either party but 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.

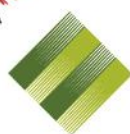
I understand the Council:

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 premises@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 Program (Level 1, 2 or 3), 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 of 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 Program (Level 1, 2 or 3 as applicable) and which contain sufficient detail to ensure that:
 - a. The food preparation tasks in your business are being properly carried out by the appropriate staff who have been suitably trained and instructed
 - 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

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.

