

Application for registration under the Food Act 2014
NB: For Food business with one site only

What type of registration are you applying for?

- Template Food Control Plan
 - New Premises Existing Premises
 - Mobile Operator Vehicle Registration Number

- National Programme 3
- National Programme 2
- National Programme 1

(You will know which type of registration after you have completed the Scope of Operations document.)

Compliance with the Resource Management Act 1991 and the Building Act 2004

- Have any structural or physical changes been made to the premises since the last building consent or code compliance certificate was issued Yes No

- Are there any proposed structural or physical changes to the premises Yes No

- Has there been, or is there, a proposed 'Change of Use' to the premises Yes No

- Does the premises have a current Building Warrant of Fitness Yes No

- Is a Building Warrant of Fitness required for the premises eg. extractor fan Yes No

Please attach a copy of the current floor plan, a detailed kitchen floor plan and site plan

Please attach a copy of the menu

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 private dwelling, you may ask that the address is withheld from the public register by ticking the box below.			
Postal Address		Premises physical Address	
Address:		Address:	
Town/City:		Town/City:	
Postcode:			
<input type="checkbox"/> This address is a private dwelling 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 KDC if the details change.			
Mobile		Premises phone number	
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?

Note: Template Food Control Plan operators must use Council for verification

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

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) 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			
4) The operator of the food business is able to comply with the requirements of the Food Act 2014.			
Name		Job Title	
Signature		Date	

Final check before sending your application to Kaipara District Council, PO Box 224, Mangawhai 0540

Have you:

- filled this form in completely and legibly
- attached the completed 'Scope of Operations' document
- attached current floor plan including kitchen detail, and site plan for your premises
- attached copy of your menu
- attached letter from your verifier if using a third party verifier
- attached copies of company registration certificates if you have a registered limited liability company
- read and signed the Applicant Statement

Collection of Information

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 Kaipara District Council, Private Bag 1001, Dargaville 0340; 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, whichever 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 and may ultimately result in a refusal to register, in accordance with section 54 and section 57 or section 84 and section 87, of the Food Act 2014, whichever 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.

Information for application

To complete this application you will need to answer all the questions, supply all requested documentation and pay the prescribed fee. Building or Resource Consent may be required.

Refer to the second page for definitions to help you complete the application form.

You can also visit the Ministry for Primary Industries website to see whether you fit under a Food Control Plan or National Programme – go to: mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/

Refer to the table on reverse for some examples of a Template Food Control Plan or a National Programme

Please include this information sheet with your application.

- Application form
- Scope of Operations of Food Business form
- A copy of the Certificate of Incorporation (if applying in a company name)
- A copy of the **floor plan with kitchen detail, site plan and menu**
- A copy of the confirmation letter from your verification agency (for National Programmes only)

To lodge this application, you must include all of the above documents.

If you are applying for a National Programme (NP) registration, you can choose your verifier. You will need a confirmation 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.**

You need to make sure you can confirm that the operator of the food business 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.

All new registrations will have their Food Control Plan verified within 1 month of their application being approved.

On approval of your application you will be issued an invoice for the appropriate fee. Refer to our current Fees and Charges or telephone our Regulatory department on 0800 727 059 extension 642.

Description	Definition
Registration Authority	This will be Kaipara District Council
Verification Agency	The name of the organisation(s) responsible for verifying your business e.g. Kaipara District Council for Template Food Control Plans or another third party verifier for National Programmes
Legal Name	The name of the entity who is legally responsible for the registration e.g. individual, partnership or registered company
NZ Business Number	New Zealand Business Number (if any) of the entity responsible for the registration (this can be found on the Companies Register at companies.govt.nz)
Day-to-day manager	The position of the manager responsible for the day-to-day operation of the Food Control Plan or National Programme e.g. head chef
Multi-Site Business	Multi-site means there is more than one address where food is traded and you would like to register all sites under one application

Residency	Applicants for registration and every operator of a food business must be a resident of New Zealand within the meaning of the Income Tax Act. In summary, an individual will be a tax resident if they have a permanent place of abode within New Zealand or are personally present in New Zealand for more than 183 days in total in a 12-month period. A company is resident in New Zealand if it is incorporated in New Zealand or is managed or controlled from New Zealand. If you are uncertain of your tax residency status, please obtain professional advice prior to submitting your application.
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Below are some examples of which programme might relate to your business – for further information visit the Ministry for Primary Industries website <http://mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/>

Tools	Activity	Examples
Template Food Control Plans	<p>If you prepare or manufacture and serve meals, snacks or beverages for consumers to eat immediately:</p> <ul style="list-style-type: none"> at the place of business for home delivery for takeaway at a venue other than where the food is prepared for a mobile or vehicle-based business 	<ul style="list-style-type: none"> bars, cafes, restaurant businesses that prepare, or prepare and deliver, takeaway meals (e.g. pizzas) corporate or commercial catering, including on a marae hospitals, hospices and other residential care facilities such as resthomes providers of catering services, including at defence, prison and educational facilities
National Programmes	<p>If you only handle food such as:</p> <ul style="list-style-type: none"> heating or defrosting food scooping ice cream handling hot food from a pie warmer 	<ul style="list-style-type: none"> dairy or service station
Neither an FCP nor National Programme (exempt, no registration, no further action required)	<p>Accommodation providers:</p> <ul style="list-style-type: none"> providing food for up to 10 guests providing only snacks or breakfasts providing guests with pre-packaged snacks, or breakfasts, or both very small scale catering and service activities 	<ul style="list-style-type: none"> a small farmstay where guests are invited to dine with their host motels backpackers lodge
	<p>Very small scale catering and service activities where verification or enforcement is not possible due to infrequency or inaccessibility</p>	<ul style="list-style-type: none"> climbing huts
	<p>Clubs, organisations and societies:</p> <ul style="list-style-type: none"> selling food they have produced to members at an event where selling food is not the main purpose selling food to members and guests at events or gatherings where trade in food is not the main purpose 	<ul style="list-style-type: none"> during a club sports game church preparing and selling food to its members bring-a-plate for members at a club AGM sausage sizzle on match day