

# APPLICATION FOR REGISTRATION UNDER THE FOOD ACT 2014

## What you will need to complete this form:

- The completed scope of operations document.
- If you are applying for a National Programme (NP) registration, you may 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 on the MPI website, under 'registers and lists'. The law requires that Council verify businesses registered under an MPI template food control plan, unless the business chooses to operate the food control plan in more than one council district and/or predominantly wholesale their food.
- If any of the businesses covered in this application are a registered limited liability company, a copy of the company registration certificate. See [www.companies.govt.nz](http://www.companies.govt.nz)
- Registration information for every premises covered in this application. If more than one premises is covered, complete details of additional premises on page 4.
- 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 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 (MPI)* or *HTH1234* or *VIP1234 (Council)*.
- **Details of payment of your application fee (GST inclusive): Food Control Plan - \$400.00 or National Programme - \$295.00**
- What type of registration are you applying for?
  - MPI template food control plan: Food Service, Care Safe and Specialist Retail
  - 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(s)?

How many sites is this registration proposed to cover?

- Only 1 site       More than one site (complete additional premises details on page 4)

What is the physical address of the main premises site?

Address of the premises (number, street, town)	
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## Who is the operator?

(This section is for the owner or person in control of the food business. If you are applying for a NP registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan. The attached spreadsheet is to record all businesses and addresses where the registration is being operated.)

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 ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> )		
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 <a href="https://www.companiesoffice.govt.nz/">https://www.companiesoffice.govt.nz/</a>		
Trading Name, if any (i.e. 'Trading As'):	<input type="checkbox"/> Same as legal name above		
<b>Operator Address and Contact Details</b>			
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.	
<b>Contact Person Details</b>			
The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact Waikato District Council if the details change.			
Mobile		Other telephone	
Email	<i><b>By entering an email address you consent to being sent information and notifications electronically</b></i>		
Operator day-to-day manager name and position	Name:		
	Position:		

## Who will be doing your verification?

Waikato District Council	<input type="checkbox"/>
Other – insert name of verification agency	<input type="checkbox"/> .....

*I have attached a confirming letter from my verification agency.*

## Description of Business and Scope of Operations

What is the general nature of your food business? (eg café/restaurant, grocery store, bakery, takeaway, butchery, fish shop, fruit & vegetable shop, manufacturer)

Please describe fully what your food business does (include types of food prepared, manufactured, or sold, methods of food preparation (if any))

Will you be supplying food to other food businesses to sell?  Yes  No

What type of premises is used for your food business?

- Dedicated food premises     
  Shared kitchen     
  Home kitchen  
 Mobile shop     
  Stall     
  Other (please specify).....

**Scope of Operations must also be completed and attached.**

**Details for additional business operating addresses**

*(Hint: Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.*

<b>Legal name(s) of site operator (e.g. registered company, partnership or individual)</b> (This is for template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)	<b>NZ Business Number</b> (where applicable)	<b>Site trading name, if any (i.e. 'Trading As'):</b>	<b>Street/Physical Address (location of actual place)</b> (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	<b>Vehicle Registration numbers (mobile businesses only)</b>	<b>Site day-to-day manager position</b>
E.g. ABC Foods Limited <input checked="" type="checkbox"/>		E.g. Yummy CakesRUs, Wellington Store	E.g. 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/>		E.g. Store Manager
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

## 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.			
I also confirm that			
4) I am authorised to make this application on behalf of the operators listed on pages 2 and 4; and			
5) 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			
6) 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	

## Payment details

<b>Fees:</b>
1 July 2023 to 30 June 2024 –
<ul style="list-style-type: none"><li>• <b>Food Control Plan \$400.00</b></li><li>• <b>National Programme \$295.00</b></li></ul>
(Fees are inclusive of GST.)
Please note that all Waikato District Council offices are cash free.
Payments can be made online to BNZ Hamilton, 02 0316 0246517 01 (use applicant Name and 'Food' as reference).
<b>Note: An acknowledgment of your application and payment will be issued once your application is received</b>

**Post: Waikato District Council, Private Bag 544, Ngaruawahia 3742**

**Email: [css@waidc.govt.nz](mailto:css@waidc.govt.nz)**

**FINAL CHECK BEFORE SENDING YOUR APPLICATION:-**

Have you:

- filled this form in completely and legibly?
- attached completed scope of operations document?
- attached a letter from your verifier (if your local Council will not be 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? If paying online please note *date paid*.....

## 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 the Waikato District Council, Private Bag 544, Ngaruawahia 3742; and
- This information may be shared with other agencies such as the Ministry for Primary Industries or District Health Board; and
- Some of the information collected will be displayed on a public register held by the Ministry for Primary Industries; 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 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, 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 Waikato District Council is official information and may be subject to a request made under the Local Government Official Information and Meetings Act 1987.
- If a request is made under that Act for information you have provided in this application, the Waikato District Council must consider any such request in accordance with its obligations under that Act and any other applicable legislation.