

# Application for registration of a Food Business

Food Act 2014



WHANGANUI  
DISTRICT COUNCIL  
Te Kaunihera a Rohe o Whanganui

## BEFORE YOU START, LETS CHECK THAT YOU HAVE EVERYTHING YOU WILL NEED:

You need to use the 'Food Safety Rules' tool on the Ministry for Primary Industries (MPI) website to find out what rules you need to follow under the Food Act 2014, complete online at <https://www.mpi.govt.nz/food-business/food-safety-rules/>. This will give you an outcome of what registration type you fit in.

You may then need to complete the document 'Scope of Operations' (visit and complete the document online at <http://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/> under 'Application forms' or complete the document attached to this form (if you obtain it over the counter). Once completed, print off and submit with this application. The information provided will assist in describing to Council what activities you carry out.

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 Ministry for Primary Industries (MPI) website <http://www.mpi.govt.nz/food-safety/food-act-2014/registers-and-lists/>. The law requires Councils to verify businesses registered under the template food control plan, but NOT National Programmes.

If your business is a registered limited liability company, provide a copy of the company registration certificate. See [www.companies.govt.nz](http://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 YD2(2)) of the Income Tax Act 2007.

## 1. Registration type

(Please tick circles where applicable)

- Ministry of Primary Industries template food control plan (FCP): Food Service, Care Safe and Specialist Retail
- National Programme Level 3 (NP3)
- National Programme Level 2 (NP2)
- National Programme Level 1 (NP1)

Was your business registered before 1 March 2016? If so what was your registration ID Number(s):

Yes  No ID Number(s) (e.g. FSA-JBIP-12345 or WEBB-12345)

## 2. Business details

This section is for the owner or person in control of the food business. If you are applying for a National Programme 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, the operator is the person responsible for the food control plan and the other businesses and addresses.

What type of operator is your business, do you or are you a:

- Registered Limited Company (If so, please attach a copy of the NZ Companies Office registration)  attached
- Registered NZ Business (If so, please supply your NZ business number)
- an Individual  Partnership

Trading name

Legal Name(s) of operator

## 3. Operator contact details

This information must be provided 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.

Physical Premises Address (site 1)

  

Postal Address (for all sites)

  

Withhold address from public register  Physical Premises Address  Postal address

Contact person—Full Name

Contact person—Position held

Contact numbers

Phone (Daytime)

Phone (Afterhours)

Mobile

Email

### 3. Operator contact details

Operator day to day—Full Name

Operator day to day—Position held

### 4. Additional sites

Do you wish to register more than one site that is situated in the Whanganui District? If yes, please provide the details for these addresses below:

Yes

No

Details for other addresses:

Trading name (site 2)

Legal Name(s) of operator (site 2)

Physical Premise Address (site 2)

  

Withhold address from public register  Physical Premise Address

Operator day to day—Full Name

Operator day to day—Position held

Trading name (site 3)

Legal Name(s) of operator (site 3)

Physical Premise Address (site 3)

  

Withhold address from public register  Physical Premise Address

Operator day to day—Full Name

Operator day to day—Position held

Trading name (site 4)

Legal Name(s) of operator (site 4)

Physical Premise Address (site 4)

  

Withhold address from public register  Physical Premise Address

Operator day to day—Full Name

Operator day to day—Position held

### 5. Verification & Scope of Operations

(Please tick circles where applicable)

Who will be doing your verification?

Council

Other (insert name of verification agency)

Attach a copy of confirmation letter from your verification agency

Have you completed the 'Scope of Operations' document? (this is the range of products that you produce)

Yes

Attach a copy of the Scope of Operations

## 6. 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 any 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.

Full Name

Job Title

Signature

## 7. Payment

**A payment of \$245.00 registration fee needs to be paid on completion of this form. If you choose the Whanganui District Council to be your verifier, a one hour audit fee of \$220.00 also needs to be paid (if the audit requires additional time this will be on charged at \$170.00 per hour or part of). All registration fees include a \$25 accreditation levy.**

Payment can be made by:

Cash or Eftpos — **over the counter** at Whanganui District Council, 101 Guyton Street, Whanganui 4500;

Internet banking—Bank account name: Whanganui District Council  
Account number: 01-0790-0157888-02  
Particulars field: quote your Business or trading name  
Code field: Food Business  
Reference: Application type e.g. FCP, NP1, NP2 or NP3

## 8. Collection of information

### Collection of Personal Information

Pursuant to Principle 6 & 7 of the Privacy Act 2020, we advise that:

1. This information is being collected for the purpose of registering under the Food Act 2014; and
2. The recipient of this information, which is the agency that will collect and hold the information, is MPI, PO Box 2526, Wellington 6140 and Whanganui District Council, PO Box 637, Whanganui 4540;
3. Some of the information collected will be displayed on a public register; and
4. 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
5. The supply of this information is voluntary; and
6. 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

### Collection of Official Information

1. 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.
2. 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.

## 9. Return your completed application

Post to: Whanganui District Council, PO Box 637, Whanganui 4540, Attention Environmental Health Officer  
Hand deliver to: Whanganui District Council, 101 Guyton Street, Whanganui 4500  
Email to: [yourcouncil@whanganui.govt.nz](mailto:yourcouncil@whanganui.govt.nz)

## Office use only

Date received

Received by:

(Print name)

Approved:

YES

NO

Approved by:

Date approved

Approval signature:

Liquor Licence req.?

YES

NO

Inspection time:

Category:

YES Compliant

Non Compliant

No

PBV Step:

Is a Grease trap req? (please circle)