



## Application for registration under Food Act 2014 with a local council

### **A food business with only one site**

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

- 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 website, under 'registers and lists'. The law requires Councils to verify businesses registered under the template food control plan.
- If your business is a registered limited liability company, 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 YD 2(2)) of the Income Tax Act 2007.
- Fees

Application for template Food Control Plan registration incurs a \$225 fee (made up of a fixed administration fee of \$150 plus an annual \$75 compliance and monitoring fee).

Application National Programme registration incurs a \$300 fee (made up of a fixed administration fee of \$150 plus \$150 compliance and monitoring fee).

Administration fees cover first hour of processing, additional time is charged per half hour after 1<sup>st</sup> hour.

You will be invoiced accordingly. Fees are GST inclusive.

#### **What type of registration are you applying for?**

- ☐ MPI template food control plan: Food Service, Care Safe and Specialist Retail
- ☐ NP 3
- ☐ NP 2
- ☐ NP 1

Use the 'My Food Rules' tool on the MPI website if you are unsure of what registration to apply for:

<https://www.mpi.govt.nz/food-business/food-safety-rules/>

Alternatively, contact the council's health team for assistance.

<b>Proposed start date (the date you will start selling food):</b>	
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## Who is the operator of the food business?

<b>Legal Name(s) of Operator (e.g. registered company, partnership or individual):</b>	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)		
<b>NZ Business Number</b>	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.business.govt.nz/companies">https://www.business.govt.nz/companies</a>		
<b>Trading Name, if any (i.e. 'Trading As'):</b>	<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 dwelling/house, you may ask that the address is withheld from the public register by ticking the box below.			
<b>Postal Address</b>		<b>Physical / Courier Address (if different to Postal Address)</b>	
<b>Address:</b>		<b>Address:</b>	And legal description (if known)
<b>Town/City:</b>		<b>Town/City:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Country:</b>		<b>Country:</b>	
<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.	
<b>Vehicle Registration Number (for mobile businesses only)</b>			
<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 MPI if the details change.			
<b>Mobile</b>		<b>Other telephone no.</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		
<b>Operator day-to-day manager name and position</b>	<b>Name:</b>		
	<b>Position:</b>		

## 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.

## Have you attached the scope of operations document for your business?

<input type="checkbox"/> Scope of Operations attached.
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## Applicant Statement

<b>I confirm that:</b> 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.			
<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## Final Check before sending in your application

<p>Have you:</p> <p><input type="checkbox"/> filled this form in completely and legibly?</p> <p><input type="checkbox"/> attached completed the scope of operations document?</p> <p><input type="checkbox"/> attached a letter from your verifier if that isn't Council?</p> <p><input type="checkbox"/> attached copies of company registration certificates if you have a registered limited liability company?</p> <p><input type="checkbox"/> read and signed the Applicant Statement?</p>
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## **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 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.