

Application for registration under Food Act 2014 with a local council

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

- 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 found 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
- Registration information for every address covered in this application. Attaching a spreadsheet to the application is preferred. Appendix 1 shows the information required for each address in addition to the main one.
- 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 single-site registration incurs a \$225 fee (made up of a fixed administration fee of \$150 plus an annual \$75 compliance and monitoring fee).

Application for template Food Control Plan multi-site registration incurs a \$300 fee (made up of a fixed administration fee of \$225 plus an annual \$75 compliance and monitoring fee).

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

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

You will be invoiced accordingly. Fees are GST inclusive.

Note: your application will not be approved until payment is received

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.

Proposed start date (the date you will start selling food):	
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Who is the operator?

(Hint: This section is for the owner or person in control of the food business. If you are applying for an 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 and the Appendix is for the other businesses and addresses.)

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 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:	
		And legal description (if known)	
Town/City:		Town/City:	
Postcode:		Postcode:	
Country:		Country:	
<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. Contact MPI if the details change.			
Mobile.		Other telephone.	
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:		

- Only use this page if you have more than one physical site and all sites are within one council area (i.e. all sites are within the Timaru District).

- Which district are your sites located in (tick one only):

☐ Mackenzie District Council ☐ Timaru District Council ☐ Waimate District Council

Details for other addresses					
<i>(Hint: Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.)</i>					
Legal name(s) of site operator (e.g. registered company, partnership or individual) (This is for template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)	NZ Business Number (where applicable)	Site trading name, if any (i.e. 'Trading As'):	Street/Physical Address (location of actual place) (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	Vehicle Registration numbers (mobile businesses only)	Site day-to-day manager position
E.g. ABC Foods Limited		E.g. Yummy CakesRUs, Wellington Store	E.g. 123 Cakes Road, Faketown 1234		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"/>		

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

<p>I confirm that:</p> <p>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</p> <p>2) The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and</p> <p>I also confirm that</p> <p>3) I am authorised to make this application on behalf of the operators listed in section 3; and</p> <p>4) 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</p> <p>5) Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.</p>			
<p>I confirm the above is true (if handwritten, please sign)</p>	<input type="checkbox"/>	Date	
Name			
Job Title			

Final Check before sending your application	
<p>Have you:</p> <p><input type="checkbox"/> filled this form in completely and legibly?</p> <p><input type="checkbox"/> completed the scope of operations section below?</p> <p><input type="checkbox"/> attached a letter from your verifier (if that won't be an inspector from your local 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 confirmed the Applicant Statement?</p>	
Please send your application to	
<p>Timaru District Council</p> <p>foodadmin@timdc.govt.nz</p>	<p>2 King George Place PO Box 522 Timaru, 7940</p>

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 Ministry for Primary Industries, 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.

SCOPE OF OPERATIONS FOR NP3 BUSINESSES

What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.



Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

Caterer

Provides food, supplies and services for a social occasion or function or within an education or other facility.

Eat-in premises

Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.

Export

Home delivery

Examples: Pizza delivery, meals-on-wheels and grocery delivery.

Import

Either as a registered food importer or through an agent who is a registered importer.

Internet

On-line selling of food products.

Market

Example: Stall at farmers' or other market.

Mobile

Example: Food truck.

On-licence

Eat-in premises that sell alcohol for consumption at the same location.

Retail

Examples: Supermarket, dairy or other premises selling direct to the consumer.

Storage provider

Examples: Cold stores and warehouses.

Takeaway

Ready-to-eat meals sold for immediate consumption at another location.

Transport provider

Ambient or temperature-controlled transport.

Wholesale

Premises selling to other businesses.

Processes

What processes do you use in your food business?

Acidification

Using acid (low pH) to preserve food products.
Examples: Mayonnaise, pickles and shelf stable condiments.

Concentration

Increase the thickness of food products by removing water for example malt extract or yeast.

Drying

Remove moisture from food to make products such as dried meat, milk powder and vegetable powder.

Fermentation

Using micro-organisms to make or preserve food products. Examples: Kimchee, sourkrout, pickles.

Holding at serving temperature

Holding at serving temperature in a pie warmer or bain-marie.

Pasteurisation (with heat)

Apply heat treatment to preserve food and drink products. Examples: Beer, juice, sauces.

Reheating

Reheating a food that has been previously cooked for immediate consumption. Examples: Reheating a frozen cooked ready-to-eat meal.

None of the above

None of the above processes are used.

Operations

Tick all the activities your business does, and the products you work with.

Do you:

Sell products made by others?

18

Baked products (without filling or icing)

70

Baked products, with filling or icing

80

Dairy products

40

Example: Scooping ice cream.

Eggs

10

Infant formula

110

Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

Minimally processed fruits & vegetables

50

Examples: Washed apple and trimmed beetroot.

Grow and / or pack food?

33

Herbs & spices

20

Fresh herbs & spices, cut or planted.

Minimally processed fruits & vegetables

10

Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.

Processed fruits & vegetables

60

Processed meat, poultry & seafood products

30

Raw meat, poultry & seafood

20

Ready-to-eat meals & snacks

90

Sauces, soups, dressings & toppings

100

Shelf-stable products

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Mushrooms

40

Mushrooms and fungi.

Nuts, seeds & grains

30

Sprouts & microgreens

50

Do you:

Transport and distribute or warehouse food?

37

Bulk food

40

Bulk food in a container for transport.

Frozen food

10

Hot food

50

Chilled food

20

Shelf-stable food

30

Provide food to pre-school children?

22

(For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo).

Infant formula

20

Ready-to-eat meals & snacks

10

Extract and pack honey?

32_010

What do you make?

Tick all the activities your business does, and the products you make (or process).

Do you:

Manufacture / make sugar or related products?

34

Sugar

10 Raw, brown, white and caster sugar.

Sugar products

20 Examples: Syrups (glucose), molasses, golden syrup and treacle.

Manufacture / make confectionery?

23

Chocolate & cocoa products

10 Includes chocolate, carob and compound chocolate products such as individual chocolates, blocks and bars, filled or enrobed products.
Example: Scorched almonds.

Sugar confectionery

20 Examples: Caramels, toffees, hard boiled sweets, gums & jellied sweets, liquorice, fudge, marshmallow, nougat, icing, frosting, chewing gum and sherbet.

Manufacture / make crisps, popcorn, pretzels or similar snack products?

25

Crisps & chips

10 Examples: Potato and reconstituted potato chips, cassava and vegetable chips, rice crisps, corn chips, extruded chips and snacks, pretzels, bagel/ pita chips and crisps.

Snack products

20 Includes: Dried fruit and nut mixes and puffed wheat. Baked, fried and or curried pulses, popped corn and rice. Include examples: Bhujia mixes, rice snacks (nuts/seeds may be a minor component), curried peas, roasted chickpeas,

Manufacture / make shelf stable grain-based products?

28

Baked products (without filling or icing)

10 Shelf-stable. Examples: Savoury biscuits, sweet biscuits, enrobed biscuits, crackers, crispbreads, corn cakes, rice cakes, wafers, shelf-stable wraps, cereal/muesli bars that contain fruit, nuts, seeds etc as minor components.

Baked products, with filling or icing

20 Shelf-stable. Baked products that are filled or iced after baking. Example: Filled biscuits.

Breakfast cereals

30 Examples: Muesli, cornflakes and extruded brans.

Pasta

40 Shelf-stable pasta.

Manufacture / make water products?

29

(Including ice, iced confectionery, and iced desserts)

Ice

10 Ice for direct consumption or to be used in packing or processing operations (party ice, bulk ice, salt-flaked ice) or water-based product (frozen or to be frozen).

Water-based desserts

20 Water-based chilled desserts or confections.
Example: Jelly.

Do you:

Manufacture / make dried or dehydrated fruit or vegetables?

26

Dried fruit & nut mixes

20

Examples: Peanuts and raisins, mixed fruit and nut combination and scroggin mix.

Processed fruits & vegetables

10

Dried, dehydrated or candied fruits and vegetables. Dried split lentils or pulses. Examples: Fruit chips, crystallised fruit, fruit leather, desiccated coconut and split peas.

Manufacture / make frozen fruit or vegetables?

31_010

Select this section if you are cutting, shelling, dicing, and blanching fruit and / or vegetables and then freezing them.

Bake bread and bread products?

21_010

You should select this section if you bake bread and bread products only.

Manufacture / make shelf stable condiments?

27

Fermented fruit & vegetable products

20

Shelf-stable. Examples: Sauerkraut, kimchee and pickle.

Fermented sauces

50

Shelf-stable. Examples: Soy sauce and black bean sauce.

Nut & seed products

60

Shelf-stable nut & bean-based butters, spreads & pastes. Examples: Peanut butter and sweet bean paste.

Processed fruits & vegetables

10

Shelf-stable. Examples: Jam, fruit puree, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole and mustard.

Sauces, soups, dressings & toppings

40

Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce.

Process nuts, seeds and /or coffee?

24

Coffee bean products

20

Coffee beans whether raw, roasted or ground. Examples: Roasted and ground coffee beans.

Dried fruit & nut mixes

40

Nut & seed products

30

Examples: Nut or seed flour and nut/seed snack bars (where nuts/seeds are the principle component).

Nuts & seeds

10

Mixed nuts or seeds, whether raw, roasted, ground, flavoured or salted excluding raw nuts or seeds of one type only. Examples: Roasted almonds and spiced cashews.

Do you:

Manufacture / make dry mix products?

20

Dried mixes containing animal products

10

Dried soups and stocks, meal bases, sauces and gravies containing meat, poultry or seafood.
Example: Gravy powder.

20

Dried mixes not containing animal products

Dried soups, meal bases, sauces and gravies, baking mixes, beverage mixes, batter mixes, coating and stuffing mixes and dessert mixes.
Examples: Bread mix, cakes mix, pancake mix, breadcrumbs, custard powder, flavoured drink powder, sports drink powder, milkshake mix, instant tea and coffee mix, tea bags, chocolate and malt drink powder, coffee substitute powder

Manufacture / make food additives, processing aids, vitamins, minerals, or other nutrients for adding to food?

16

Food additives

10

Examples: Acidity regulators, anti-caking agents, antioxidants, bulking agents, colourings, colour fixatives, emulsifiers, firming agents, flavours and flavour enhancers, foaming agents, gelling agents, glazing agents, humectants, intense sweeteners, preservatives, propellants, raising agents, sequestrants, stabilisers and thickeners.

30

Processing aids

Examples: Isinglass, (clarifying agent), Hydrogen peroxide (bleaching agent). Enzymes of animal origin. Example: Pepsin. Enzymes of plant origin. Example: Actinidin.

20

Vitamins & minerals

Examples: Folic acid, iodine and vitamin C.

40

Yeast & yeast products

Examples: Baker's and brewer's yeast.

Manufacture / make non-alcoholic beverages?

14

Formulated drinks

30

Examples: Energy, sports and electrolyte drinks.

20

Soft drinks

Examples: Cola drinks, soft drinks, mixers, cordials, post mix syrup, ready-to-drinks based on coffee, tea or herbs, kombucha, Water Kefir and traditional brewed ginger beer.

40

Fruit & vegetable juice

Shelf-stable or non-shelf-stable. Examples: Fruit and vegetable juices, juice concentrates, berry juice smoothie drink and chilled juice.

10

Water

Bottled water - still, carbonated, flavoured.

Do you:

Manufacture / make oils or fats for food?

15

Animal fats

30 Examples: Tallow, lard and duck fat.

Margarine & table spreads

20 Fat and oil based products.

Edible oils

10 Vegetable/ Seed/ Fruit/ Nut oils. Examples: Canola, sunflower, rice bran, olive, avocado, coconut, hazelnut oils, also oils infused with flavouring (and may contain the flavouring product e.g. cloves of garlic).

Manufacture / make vinegar, alcoholic beverages or malt extract?

13

Alcoholic beverages - other

40 Products other than beer, wine, fruit & vegetables, wine or spirits. Example: Ready-to-drink.

Spirits & liqueurs

60 Examples: Gin and brandy.

Beer

10 Examples: Stout, light beer, lager, ale, pilsner and draught.

Wine & wine products

30 Grape wine, fruit & vegetable wine, fruit & vegetable wine products.

Malt extract

20

Vinegar

50 Example: Wine vinegar.

Process of herbs or spices?

19

Select this section if you prepare or manufacture spices or herbs or buy bulk herbs or spices and blend and/ or repack them.

Herbs & spices

10 More than minimal processing. Examples: Grinding, blending, repacking, drying or extracting.

Salt

20 Examples: Salt and flavoured salt.

Process grain?

17

Select this section if you mill, malt, roll or roast grains.

Processed cereal & meal products

20 Flours, meals, starches, malted grains, rolled/ flaked grains, heat treated & torrefied grains. Examples: White and wholemeal flours, grits, semolina, polenta, cornflour, rolled oats, flaked rice, bulgur, freekeh and puffed wheat.

Whole grains

10 Whole grains & kibbles. Examples: Pearl barley, groats, kibbled.