



Multi-Site Application for registration under Food Act 2014 with a local council

**A food business with more than one site,  
all in one of the above Council's areas**

☐ Mackenzie District Council ☐ Timaru District Council ☐ Waimate District Council  
(Tick one only)

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](http://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 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 \$75/half hour after 1<sup>st</sup> hour.

You will be invoiced accordingly. Fees are GST inclusive.

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

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What type of registration are you applying for?

- ☐ Template Food Control Plan (FCP): Food Service, Food Retail & Residential Care Facilities
- ☐ National Programme 3 (NP3)
- ☐ National Programme 2 (NP2)
- ☐ National Programme 1 (NP1)

(Hint: Use the tool on the NZ Food Safety website to find out what type of registration you need)

<https://www.mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/>

## 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 <a href="https://www.business.govt.nz/companies">https://www.business.govt.nz/companies</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:	
		And legal description (if known)	
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 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:		

## Who will be doing your verification?

Council (template FCP only)	<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

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			
I also confirm that			
3) I am authorised to make this application on behalf of the operators listed in section 3; and			
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			
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.			
Name		Job Title	
Signature		Date	

## Final Check before sending your application

Have you:
<input type="checkbox"/> filled this form in completely and legibly?
<input type="checkbox"/> attached completed the scope of operations document?
<input type="checkbox"/> attached a letter from your verifier (if that won't be an inspector from your local Council)?
<input type="checkbox"/> attached copies of company registration certificates if you have a registered limited liability company?
<input type="checkbox"/> read and signed the Applicant Statement?
<input type="checkbox"/> included fee payment for this application?

## 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.

(See back page for multiple business addresses)

## FOR OFFICE USE ONLY

Environmental Health Unit Reviewed Y/N      Officer: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

NAR Ref: \_\_\_\_\_

Licence Number: \_\_\_\_\_

Fee Received:      Date: \_\_\_\_\_      Receipt Number: \_\_\_\_\_

## Details for other addresses

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

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 <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"/>		

# SCOPE OF OPERATIONS FOR NP2 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.

**Pasteurisation (with heat)**

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

**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 hot beverages and / or shelf-stable pre-packed food?

35

Food which does not require chilling or freezing.

### Hot beverage

10

Examples: Coffee, tea and cocoa.

### Packaged food (shelf-stable products)

20

In manufacturers' packaging.

## Sell ice cream and iced confectionery?

36

(In manufacturers' packaging).

### Ice Cream

10

### Iced confectionery

20

Examples: Ice blocks, frozen yoghurt

## Sell manufacturer packaged chilled or frozen food?

30

### Baked products (without filling or icing)

60

Examples: Parbaked bread and rolls.

### Processed meat, poultry & seafood products

30

Chilled or frozen, smoked, cooked, marinated, dried and processed products. Examples: Smoked chicken, cold smoked fish, salami, sausages, fish fingers, processed comminuted meat. May be cooked or raw.

### Baked products, with filling or icing

70

Examples: Custard square, cream bun, sandwiches and filled roll.

### Dairy products

40

Examples: Cheese, yoghurt, curd, smoothie, milkshake and cut cheese.

### Raw meat, poultry & seafood

20

Chilled or frozen poultry, meat, insects, fish, shellfish, live shellfish.

### Eggs

10

Pickled eggs.

### Ready-to-eat meals & snacks

80

Examples: Ready-to-eat meal, pizza, meat pie, savoury, filled roll, sandwiches and filled wrap.

### Processed fruits & vegetables

50

Processed and/ or cooked fruit & vegetable products. Examples: Pesto, juice, frozen vegetables, fruit salad, rice salad, coleslaw, pasta salad.

### Sauces, soups, dressings & toppings

90

Not shelf-stable. Examples: Dressing, dip, stock, bouillon and gravy.

## Do you:

### Grow and / or pack food?

33

#### Herbs & spices

20 Fresh herbs & spices, cut or planted.

#### Mushrooms

40 Mushrooms and fungi.

#### Minimally processed fruits & vegetables

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

#### Nuts, seeds & grains

30

#### Sprouts & microgreens

50

### 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.