

Template Food Control Plan

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What you need to know:

- Information regarding the Food Act 2014 and New Zealand food safety can be found on the Ministry for Primary Industries website (<https://www.mpi.govt.nz/nzfoodsafety/>) or www.mpi.govt.nz > Food safety.
- A Food Control Plan (FCP) sets out what steps a business making or selling higher-risk foods needs to take to make safe food. It is used to identify risks, and to show how they're being managed.
- A template Food Control Plan (tFCP) is a pre-evaluated plan. You can use this rather than creating your own custom plan.
- A template Food Control Plan (tFCP) is verified by Waitaki District Council.
- To check if your business fits under a tFCP use the My food rules tool (<https://www.mpi.govt.nz/food-safety/food-act-2014/my-food-rules/>) or www.mpi.govt.nz > Food safety > Food Act 2014 > My food rules.

What you need to do:

- Make an appointment to discuss your food operation and Food Act registration with the Waitaki District Council Environmental Health Officer.
- Register your food business with your local council. Waitaki District Council will require:
 1. Application for registration under Food Act 2014.
www.waitaki.govt.nz > A-Z Services > Forms and Applications > Food and other business application forms.
 2. Payment of the annual registration fee of \$170.00.
 3. Scope of operations form. Print from My food rules tool (<https://www.mpi.govt.nz/food-safety/food-act-2014/my-food-rules/>) or www.mpi.govt.nz > Food safety > Food Act 2014 > My food rules.
- Create a Simply Safe & Suitable tFCP. Print from My food rules tool (<https://www.mpi.govt.nz/food-safety/food-act-2014/my-food-rules/>) or www.mpi.govt.nz > Food safety > Food Act 2014 > My food rules.
- Print and use the applicable resources from the Food Safety Toolkit (<https://www.mpi.govt.nz/food-safety/food-act-2014/food-safety-toolkit/>) or www.mpi.govt.nz > Food safety > Food Act 2014 > Food safety toolkit.

What you need to show:

- Get checked. Your first verification will occur within 6 weeks of your registration. Our Environmental Health Officer will contact you to arrange a suitable time. How often you are checked will then depend on how successfully you are managing food safety. You must pay for each visit. A verification report and invoice will be mailed to you. Verification fees are \$225.00 per hour.