

## Waitaki District Council

### Application for Registration under Food Act 2014

- This form is to register a business that will operate under a template 'Food Control Plan – Food Service and Food Retail' or a National Programme Level 3, 2 or 1.
- If you are applying for a National Programme (NP) registration, you must 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 [www.mpi.govt.nz](http://www.mpi.govt.nz), under 'registers and lists'. The legislation requires Councils to verify businesses registered under the template food control plan.

#### What are you applying for?

<input type="checkbox"/> <b>New premises:</b>	Date you wish to start trading:
<input type="checkbox"/> <b>Existing business with same operator transitioning to the new Food Act 2014:</b>	Current certificate number:
<input type="checkbox"/> <b>New operator taking over a business:</b>	Date you will take over: Existing business name & certificate number:
<input type="checkbox"/> <b>A food business with a single site or</b>	
<input type="checkbox"/> <b>A food business with multiple sites</b>	Please complete page 5

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

Confirm which type of registration your business needs by using the MPI tool 'where do I fit?'  
(Find this at [www.mpi.govt.nz](http://www.mpi.govt.nz))

<b>Food Control Plan:</b>	<input type="checkbox"/> Template Food Control Plan
<b>National Programme:</b>	<input type="checkbox"/> National Programme Level 3
	<input type="checkbox"/> National Programme Level 2
	<input type="checkbox"/> National Programme Level 1

## Who is the operator of the food business? (Please also complete page 5 there are multiple sites)

<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 ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> )		
<b>Trading Name: (if different)</b>			
<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>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.			
<b>Business Location</b>			
<b>Address:</b> (or base for mobile vehicles & stalls)	<input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register.		
<b>Postal Address</b>			
<b>Address:</b> where you want your certificate & letters sent			
<b>Telephone:</b>		<b>Fax:</b>	
<b>Email:</b>			
<b>Website:</b>			
<b>Rego Number:</b> If your business is a mobile food van what is the registration number?		<b>Food Stall Trading Locations:</b> If your business is a food stall where do you wish to trade?	
<b>Contact Person Details</b>			
The contact person details entered below will be used for communications about your registration, such as arranging audits and renewal reminders. <b>Contact WDC Environmental Health if the details change.</b>			
<b>Name:</b>			
<b>Position:</b>			
<b>Mobile:</b>		<b>Other telephone:</b>	
<b>Email:</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		
<b>Day-to-day manager: (if different from contact person)</b>	<b>Name:</b>		
	<b>Position:</b>		

## Who will be doing your verification?

<b>Food Control Plan:</b>	<input type="checkbox"/> Waitaki District Council will be your verifier (auditor) as you are registering a template Food Control Plan. Tick here to acknowledge acceptance of WDC as verifier.
<b>National Programme: – insert name of verification agency</b>	<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. (Find this at <a href="http://www.mpi.govt.nz">www.mpi.govt.nz</a> ) If your business changes in any way you must notify Waitaki District Council, Environmental Health to update.
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## Applicant Statement

<b>I confirm that:</b>			
<ol style="list-style-type: none"> <li>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</li> <li>2) The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and</li> <li>3) Neither I nor any directors, partners or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offences relating to fraud or dishonesty or relating to management, control or business activities in respect of businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Food Act 2014; and</li> <li>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</li> <li>5) The operator of the food business is able to comply with the requirements of the Food Act 2014.</li> </ol>			
<b>Name:</b>		<b>Job Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

## Payment Details

<b>Payment Options</b>	
<input type="checkbox"/> Cash/Eftpos	<input type="checkbox"/> Cheque payable to Waitaki District Council
<input type="checkbox"/> Bank transfer to account 02 0940 0156400 00 Particulars: Name, Code: Food, Reference: Invoice Number	
<input type="checkbox"/> Visa/Mastercard by phone 03 433 0300 (Note: Credit cards have a 1.5% surcharge)	

## Final Check before sending your application to: Waitaki District Council

Private Bag 50058, Oamaru 9444 or Email [service@waitaki.govt.nz](mailto:service@waitaki.govt.nz)

Have you:

- filled this form in completely and legibly?
- attached a completed scope of operations document?
- attached a letter from your verifier if that isn't Council?
- attached copies of company registration certificates if you have a registered limited liability company?
- read and signed the Applicant Statement?
- included fee payment for this application?

## What happens next?

### Once you have submitted your application

If you are registering a Food Control Plan an Environmental Health Officer will contact you to arrange to visit your premises and view your FCP and Diary records. If they are satisfactory we will issue a Food Control Plan certificate for you to display.

If you are registering a National Programme we may need to confirm details then issue a registration certificate. You would need to have your verification within the 1<sup>st</sup> month of registering.

If you are a new business or taking over a business you cannot start trading until you have received your certificate.

### 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 Waitaki District Council, Private Bag 50058, Oamaru 9444; 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 Waitaki District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

<b>Multiple Site details:</b>					
Legal name(s) of site operator	NZ Business Number (if applicable)	Trading name of site	Location address of site (tick box if you want the address withheld from the MPI register)	Vehicle Registration (if a mobile shop site)	Site day-to-day manager
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		