

National Programme 3

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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 National Programme sets out what steps a business making or selling lower-risk foods needs to take to make safe food. It is used to identify risks, and to show how you are managing them.
- You should use National Programme 3 (NP3) if you manufacture alcoholic or non-alcoholic drinks, oils or fats for human consumption, food additives, dry mix products; process grain, herbs or spices; handle food for retail.
- To check if your business fits under a NP3 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 \$170.00 bi-annual fee.
 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.
 4. Verifier details. NP3 operators are verified by an independent agency. You will need to choose a verifier and ask them for confirmation that they will verify your business. Include this confirmation with your registration application. Details of verifiers in the Waitaki District can be found at (<https://www.mpi.govt.nz/food-safety/food-act-2014/national-programmes/steps-for-national-programme-3/>) or www.mpi.govt.nz > Food safety > Food Act 2014 > National programmes > Steps for National Programme 3.
- Download the Guidance tool for National Programme 3. 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.

What you need to show:

- Get checked. Your first verification must occur within 6 weeks of your registration. Contact your verifier to arrange a suitable time. How often you are checked will then depend on how successfully you are managing food safety. This could be as little as once every 2 years. You will pay the verifier directly for each visit.