



Fee - effective 1 July 2020

\$300

This application must be accompanied by the prescribed fee of \$300.

The application fee is for a National Programme or a Food Control Plan registration. Please note that in addition to the application fee, an assessment fee based on an hourly rate of \$150 (incl. GST) may be charged in instances where the application takes longer than two hours to process.

1. Registration

1a. What type of registration are you applying for?

- Radio button options: New food business, Existing food business currently registered under the Food Act - a transfer of registration (new operator). Fee of \$150 applies., Change to the risk based measures - please go straight to section 2.

1b. Risk based measure (RBM)

You will know which type of registration is appropriate for your application once you have completed the 'My food rules' tool on the MPI website www.mpi.govt.nz/food-safety/food-act-2014/.

- Radio button options: MPI Template Food Control Plan: Food Service, Food Retail., National Programme 1, National Programme 2, National Programme 3

1c. If you are applying for registration of a new food business, please state the date on which the business will open:

Text input field for date

2. Change in RBM (existing businesses only)

Complete this section if your business is currently registered under the Food Act 2014.

2a. What is your current RBM?

- Radio button options: MPI Template Food Control Plan: Food Service, Food Retail., National Programme 1, National Programme 2, National Programme 3

2b. What is your new RBM?

- Radio button options: MPI Template Food Control Plan: Food Service, Food Retail., National Programme 1, National Programme 2, National Programme 3

2c. Date on which the new RBM will be introduced:

Text input field for date

2d. What is your registration/application number(s)?

Text input field for registration number

2e. What is your trading name?

Text input field for trading name

Please turn over

OFFICE USE ONLY

Table with 4 columns: Field Name, Applicant #, Registration #, Amount paid. Rows include Date received, Time received, Received by, Legal name #, Trading name #, Property #, Application #, Document #.

3. Owner/applicant details

This section is for the owner of the food business. Details provided will be used for communications about your registration. All correspondence and documents pertaining to your application will be emailed to the email address provided. Contact New Plymouth District Council (NPDC) if any of these details change. You must provide this information to be registered. However, if the address is a dwelling/house, you may ask that the address be withheld from the public register (indicate at 3b. and 3i.).

3a. First name(s)

Surname

3b. Postal address (include postcode)

This address is a private dwelling/house and I wish it to be withheld from the public register.

3c. Contact details

Phone

Mobile

Fax

3d. Email - where correspondence is to be sent

3e. Legal name(s) of applicant (registered company, partnership or individual) if different from applicant (above).

Please attach a copy of the company name registration from the New Zealand Companies Office www.companies.govt.nz.

3f. New Zealand Business Number

If you have a New Zealand Business Number (NZBN), please provide this.

For more information about NZBNs, including how to get one, refer to www.business.govt.nz/companies.

3g. Trading name, if any (i.e. trading as)

Or: Same as legal name (3e. above)

3h. Previous trading name

3i. Physical address/location of actual premise/place or site.
For all additional sites, e.g. food stall, mobile shop, etc. enter relevant details, including the physical address or location in the table on page three (section 5. 'details for additional sites').

This address is a private dwelling/house and I wish it to be withheld from the public register.

3j. Day-to-day manager details, for a National Programme or a Template Food Control Plan.
(a) Full name(s)

First name(s)

Surname

(b) Position held

4. Verification provider

Template Food Control Plans will be verified by NPDC verifiers.

If you are applying for a National Programme registration, you may choose your verifier. NPDC can verify certain businesses registered under a National Programme. Contact NPDC for further information on 06-759 6060.

4a. Who is your verifying agency?

New Plymouth District Council.

Other – provide name of verifying agency below:

Please attach the confirmation letter from your verifying agency, if not NPDC.

5. Details for additional sites

Legal name(s) of site operator (e.g. registered company, partnership or individual)	New Zealand Business Number (where applicable)	Site trading name, if any (i.e. 'trading as'):	Street/physical address of premise/place or site(s) (Tick the box if you wish the address to be withheld from the public register because it is a private dwelling/house)	Vehicle registration numbers (for mobile businesses only)	Site day-to-day manager position
e.g. ABC Foods Ltd	<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"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	

6. Documentation required

Please attach copies of the following:

- Scope of operations form - complete and submit with this application. This can be found on the MPI website www.mpi.govt.nz/foodact.
- A confirmation letter from your verifier (if this is not NPDC). A list of recognised verification (or audit) agencies can be found on the MPI website, under registers and lists.
- Your company registration certificate - this is to be provided if any of the businesses covered in this application are a registered limited liability company. See www.companies.govt.nz.

Also, if you have been previously registered with either MPI or NPDC, please ensure you have your previous registration number(s) available.

7. Collection of information

Collection of personal information

Pursuant to Principle 3 of the Privacy Act 1993, NPDC advises that this information is being collected for the purpose of registering under the Food Act 2014. The agencies that will collect and hold the information are MPI, PO Box 2526, Wellington 6140 and NPDC, Private Bag 2025, New Plymouth 4340. 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, whichever applies. The provision of this information is necessary in order to process an application for registration under either section 53 or section 83.

The supply of this information is voluntary, however, failure to provide the requested information is likely to result in this application form being returned 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, whichever applies. 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 MPI and NPDC 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, MPI and NPDC must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

8. Applicant's declaration

I confirm that I am authorised to make this application as the owner or as a person with legal authority to act on behalf of the owner and the information supplied in this application is truthful and accurate to the best of my knowledge and belief.

Neither I nor any directors, partners or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management, control or business activities in respect of businesses of any kind (whether in New Zealand or elsewhere) that are regulated under the Food Act 2014.

I also confirm that I am 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 able to comply with the requirements of the Food Act 2014.

I understand that NPDC will send all invoices and refunds for fees to me (the owner/applicant) and I will be responsible for, and indemnify NPDC in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

Signature of applicant

Date

Place where dated and signed, e.g. New Plymouth