

Application for registration under the Food Act 2014

[This application form is to be used for food businesses with one site only]

Before you start, let's check that you have everything you will need:

- The scope of operations document. Find this at www.mpi.govt.nz/foodact
- If you are applying for a National Programme (NP) registration, you need to 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'. Council verifiers can only verify businesses registered under the template food control plan.
- If your business is a registered limited liability company, you will need a copy of the company registration certificate. See www.companies.govt.nz
- You need to make sure you can confirm that the operator of the food business(es) 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.
- If you were registered with either the Ministry for Primary Industries (MPI) or with any council before 1 March 2016, make sure you have your previous registration IDs on hand, such as *FSA-JBIP-12345* or *WEBB-12345*.
- Details of payment of your application fee.

IMPORTANT NOTE: This application relates to a registration under the Food Act 2014. This does not remove the need for you to obtain any consents, licences or permits required by any other legislation that is applicable to your business (whether or not that legislation is under the administration of Council). It is your responsibility to make sure you have complied with all legislative requirements. Failure to do so may result in enforcement action by other agencies despite a registration having been issued under the Food Act.

Notes if you are filling the form out electronically

- Throughout this form you will need to tick boxes that look like this: . If filling in the form electronically, double click the box and select the Default Value as "Checked". A checked box indicates a 'yes' answer.
- If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.

What type of registration are you applying for?

- MPI template food control plan: Food Service and Specialist Retail
 NP 3 NP 2 NP 1

(Note: You will know which type of registration after you have completed the scope of operations document.)

If you had a registered food control plan before 1 March 2016, what was your registration ID number?

OFFICE USE ONLY			
Business Name:		Amount Paid:	
Approved Date:		Receipt Number:	
Health Officer:		Receipt Date:	
Template Version:		Registration Number:	

Who is the operator of the food business?

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 https://www.business.govt.nz/companies		
Trading Name, if any (i.e. 'Trading As'):	<input type="checkbox"/> Tick if the same as legal name above		
Operator Address and Contact Details			
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 Address (if different to Postal Address)	
Address:		Address:	
Town/City:	<i>Postcode:</i>	Town/City:	<i>Postcode:</i>
Country:		Country:	
		Vehicle Reg: (if mobile)	
<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.	
Contact Person Details			
The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. You will need to contact Council if these details change.			
Mobile		Business 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?

Hamilton City Council	<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?

Scope of Operations attached.

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
- 3) 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
- 4) The operator of the food business is able to comply with the requirements of the Food Act 2014.

Name		Job Title	
Signature		Date	

Payment and Contact details

CONTACT DETAILS:-

Hamilton City Council, Municipal Building, Garden Pl, Private Bag 3010, Hamilton

Phone for registration enquiries:- 07 958 5855

Email: environmental.health@hcc.govt.nz or Kathryn.gilchrist@hcc.govt.nz

PAYMENT DETAILS:-

ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 11-174-531

FEE:-

Registration fees:

New FCP	\$560.00	Includes GST of: \$73.04	G/L Code: 7249
New NP	\$138.00	Includes GST of: \$18.00	G/L Code: 7249
Pre 01/03/16 FCP to FCP	\$185.00	Includes GST of: \$24.13	G/L Code: 7249
Significant Amendment FCP	\$185.00	Includes GST of: \$24.13	G/L Code: 7249

PAYMENT OPTIONS:-

Payment must be made using one of the following methods. (Please tick and fill in the appropriate section.)

CASH PAYMENT:

1. Pay at the reception counter at:
Hamilton City Council
Municipal Building
Garden Pl
Hamilton
2. Present this application form with your payment

DIRECT CREDIT:

1. Pay into Bank Account no:- 02-0316-0030142-06
2. In the 'Reference' details: 'Food Act {your trading name}'; in the 'Code' details: 'GL7249'
3. Enter the date of deposit and your name (payee) on this form below:

Date of Deposit:

Your Name (Payee):

CHEQUE:

1. Make the cheque payable to Hamilton City Council.
2. Attach the cheque to this application.

CREDIT CARD:

1. Pay at the reception counter at:
Hamilton City Council
Municipal Building
Garden Pl
Hamilton
2. Present this application form with your payment

Final check before lodging your application

Have you:

- filled this form in completely and legibly?
- attached completed the 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?

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 MPI, 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.