

Before completing this form, please check that you have the required information

- The completed scope of operations document. You can find this at www.mpi.govt.nz/foodact
- If you are applying for a National Programme (NP) Registration, you may choose your verifier. A confirmation letter from your verifier must be attached to this application. A list of recognised verification (or audit) agencies can be found on the MPI website, under 'registers and lists'. The law requires that Council verify businesses registered under an MPI template food control plan, unless the business chooses to operate the food control plan in more than one district and/or predominantly wholesale their food.
- If any of the businesses covered in this application are a registered limited liability company, a copy of the company registration certificate. See www.companies.govt.nz
- Registration information for every address covered in this application.
- A floor plan of the business.
- Confirmation that the operator of the food business 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 had a food control plan registered with either the Ministry for Primary Industries or Waitomo District Council before 1 March 2016, please ensure you have your previous registration ID on hand. These are ID's such as FSA-JBIP-12345 or WEBB-12345.
- Application Fee.

Registration

What type of registration are you applying for?

(You will know which type of registration is appropriate for your application once you have completed the Scope of Operations document)

- MPI Template Food Control Plan: Food Service, Care Safe and Specialist Retail
- National Programme 3
- National Programme 2
- National Programme 1

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

Applicant Details

This section is for the owner or person in control of the food business.

*(If you are applying for a National Programme registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan, the table on **page 3***** is for listing your other businesses and information.*

Legal Name(s) of applicant (individual, partnership or registered company)

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

New Zealand Business Number

If you have a New Zealand Business (NZBN), please provide this. For more information about NZBN's including how to get one, visit www.business.govt.nz/companies

Trading Name, if any (i.e. trading as)

OR

- Same as legal name above

Physical Address of the Premises

This is the physical address of the building(s) to be covered by the food control plan or national programme. If more than one premises is to be covered, please list the primary address here and ensure any others are listed on the table on page 3*

Physical address of the premises (number, street/road, town)

Applicant Address and Contact Details

You must provide this information to be registered. However, if the address is a dwelling/house, you may ask that the address is withheld from the public register by ticking the box below.

Postal address (include post code and country)

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

Physical/courier address (if different to postal)

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

Contact Details

The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Please contact Waitomo District Council if the details change.

Full Name

Postal address (include post code and country)

Contact Numbers

Phone

Mobile

Fax

Email

By providing an email address you consent to being sent information and notifications electronically, if required

Day-to-day Manager Details

Full Name

Position held

Verification Provider

Who is your verifying agency?

Waitomo District Council

Other - please provide name of verifying agency below

I have attached a confirming letter from my verification agency

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. 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 a kind (whether in New Zealand or elsewhere) that are regulated under the Food Act 2014.

I also confirm that:

4. I am authorised to make this application on behalf of the operators; and
5. Every operator of the food businesses covered by the Food Control Plan 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
6. Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

Full Name

Position held

Signature

Date

Final Check before submitting your application to Waitomo District Council

Have you:

- Application form fully completed and legible
- Scope of Operations document fully completed
- Confirmation letter from you verifier (if this is not Waitomo District Council)
- Read and signed the Applicant Statement
- Included the fee payment

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.
- The recipient of this information, which is the agency that will collect and hold the information is the Ministry of Primary Industries, PO Box 2526, Wellington 6140 and Waitomo District Council, PO Box 404, Te Kuiti 3941.
- Some of the information collected will be displayed on a public register.
- 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.
- The supply of this information is voluntary, however 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.
- 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 Waitomo District Council is official information and may be subject to a request made under the Local Government Official Information and Meetings Act 1987
- If a request is made under the Act for information you have provided in this application, Waitomo District Council must consider any such request in accordance with its obligations under that Act and any other applicable legislation.

Details for other Sites

Legal names(s) of site operator (e.g. individual, partnership or registered company) This is for template food control plan registration only. Tick the box to confirm the company registration certificate is attached for any limited liability companies)	NZ Business Number (where applicable)	Site trading name, if any (i.e. trading as)	Street/physical address (location of actual place) 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 Limited		e.g. Yummy Cakes, Wellington Store	123 Cake Road, Faketown 1234		e.g. Store Manager
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