



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



FORM

# Application for registration of a food business

Sections 59 and 88, Food Act 2014

Fee - effective 1 July 2024

\$355

This application must be accompanied by the prescribed fee of \$355.

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 \$176 (incl. GST) may be charged in instances where the application takes longer than two hours to process.

## 1. Registration

1a. This application is for Risk Based Measure (RBM)

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

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 <https://www.mpi.govt.nz/food-business/food-safety-rules/> or relevant scope of operation.

1b. What type of registration:

New food business

Existing food business currently registered under the Food Act, transfer of registration (new operator)

Change to the RBM - please go straight to section 3

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

**Please note that you cannot trade without approval and registration.**

**Once registered, you will receive notification and be issued with a registration certificate.**

1d. If you are applying for a transfer of registration (new operator) please state the date on which the transfer will come into effect:

## 2. Applicant/owner/operator details

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

If your registration applies to more than one food business, the operator is the person responsible for the food control plan. 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 2b. and 2i.).

2a. First name(s)

Surname

2b. Postal address (include postcode)

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

2c. Contact details

Mobile

Work phone

Home phone

Please turn over

### OFFICE USE ONLY

Date received

Time received

Received by

Applicant #

Legal name #

Trading name #

Property #

Registration #

Application #

Document #

Amount paid

\$

## 2. Applicant/owner/operator details - continued

- 2d. Email - where correspondence is to be sent   
**By entering an email address you consent to being sent information and notifications electronically.**
- 2e. 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](http://www.companies.govt.nz).
- 2f. 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](http://www.business.govt.nz/companies).
- 2g. Trading name, if any (i.e. trading as)  
  
Or:  Same as legal name (2e. above)
- 2h. Previous trading name (if applicable)
- 2i. Physical address/location of actual premise/place or site or 'base location' for mobile shop or stall.  
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').
- Address   
Town/City  Postcode   
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 provided (below).  
 This address is a private dwelling/house and I wish it to be withheld from the public register.
- 2j. Mobile Food Premises details.  
If your business is a mobile food van, please provide the following information:  
Vehicle plate number   
Vehicle Make  Vehicle Model
- 2k. Food Stall Trading Locations. If your business is a food stall, state where you wish to trade:
- 2l. Day-to-day manager details for your Template Food Control Plan or National Programme
- (a) First name(s)   
(b) Surname   
(c) Position held

## 3. Change in RBM (existing businesses only)

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

- 3a. What is your **current** RBM?  
 MPI Template Food Control Plan: Food Service, Food Retail.  
 National Programme 1  National Programme 2  National Programme 3
- 3b. What is your **new** RBM?  
 MPI Template Food Control Plan: Food Service, Food Retail.  
 National Programme 1  National Programme 2  National Programme 3
- 3c. Date on which the new RBM will be introduced:  
  
**Please note that you cannot trade without prior approval and registration.**
- 3d. What is/are your current registration/application number(s)?
- 3e. What is your trading name?

#### 4. Details for additional sites

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

## 5. Verification provider

### Template Food Control Plans

The law requires that NPDC verify food businesses registered under a Ministry for Primary Industries (MPI) Template Food Control Plan, unless the business chooses to operate the food control plan in more than one council district and/or predominantly wholesale their food. NPDC can therefore verify your Template Food Control Plan.

If you are applying for a National Programme registration, you can 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'.

NPDC is a recognised verification agency and can verify certain businesses registered under a National Programme. Contact NPDC for further information on 06-759 6060.

5a. Who is your verification agency?

- New Plymouth District Council.
- Other – provide name of verification agency below:

- I have attached a confirmation letter from my verification agency, if not NPDC.
- I agree to pay fees, as approved by NPDC, incurred for verification services.

I have attached a completed Verification Agreement.

## 6. Collection of information and Conflict of interest

### Collection of personal information

Pursuant to Principle 3 of the Privacy Act 2020, 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 2020, 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 Local Government Official Information and Meetings Act 1987. 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 Local Government Official Information and Meetings Act 1987 and any other applicable legislation.

### Conflict of interest

The Registration Authority/Recognised Agency will mitigate and record any actual, potential or perceived conflict of interest there may be with a food business.

## 7. 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

## 8. Documentation required and final check

Please attach copies of the following:

- Completed Application for Registration of a food business form (completely and legibly).
- Completed Scope of operations form providing a description of your business operations submitted with this application. This can be found on the MPI website [www.mpi.govt.nz/foodact](http://www.mpi.govt.nz/foodact).
- A copy of 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](http://www.companies.govt.nz).
- A copy of the confirmation letter from your verifier (if this is not NPDC) who would provide verification services to your registration. A list of recognised verification (or audit) agencies can be found on the MPI website, under 'registers and lists'.
- Completed and signed verification agreement
- Application fee.
- Have you:
- Read and signed the Applicant's Declaration?

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