



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**



FORM

Health Act registration

Health Act 1956
Health (Registration of Premises) Regulations 1966

Fill this form out with the assistance of the Health Act registration guide - numbers on this form relate to explanatory notes in the guide.

1. Applicant details

- 1a. Full name
- 1b. Postal address
- 1c. Contact details
Phone Mobile Fax
- 1d. Email
- 1e. Preferred means for formal correspondence ☐ Mail ☐ Email ☐ Fax

2. Registration details

- 2a. Type of registration ☐ New premises ☐ New operator/occupier - transfer of registration
- 2b. Business ☐ Camping ground ☐ Mortuary/funeral parlour
☐ Offensive trade (specify type of trade)
- 2c. Holder of registration
Name(s) to appear on the registration certificate
- 2d. Site address of premises
Phone number of premises
- 2e. New premises name
Previous trading name
- 2f. Date you intend to open for business
- 2g. Operator's/occupier's name(s)
Phone
- 2h. Property owner
Phone

3. Applicant's declaration

I confirm that I have read and understood the privacy statement in the Health Act registration guide and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council 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 Date

Name (print clearly)

OFFICE USE ONLY

Date received	<input type="text"/>	File reference	RG-06-09-	Receipt #	<input type="text"/>
Received by	<input type="text"/>	Document #	<input type="text"/>	Amount paid	\$ <input type="text"/>
Property ID	<input type="text"/>	Application #	<input type="text"/>		



Explanations in this guide are intended to assist you to complete the Health Act registration form - numbers on the form relate to the explanatory notes in this guide.

Background

The Health Act 1956 and regulations made thereunder and the Health (Registration of Premises) Regulations 1966, require occupiers of premises used for camping grounds, mortuary/funeral parlour and/or offensive trades to obtain a registration before the activity commences. In order to obtain the registration, the premises must comply with the standards and requirements set down by the Health Act and all other relevant legislation.

Registration fees

Registration fees are renewed annually. The Council will send you a renewal notice prior to your registration expiring. Application fees are payable upon renewal. Fees are determined by Council resolution.

Processing time

Your application will be processed within 20 working days.

1. Applicant details

1a. Name

The person or company applying for the registration.

1c. Provide the contact number(s) of the applicant.

1b. Postal address

Address where all correspondence (invoices, registration certificate, letters etc.) are to be posted to.

1d. Provide an email address.

1e. Indicate preferred means of correspondence.

2. Registration details

2a. Type of registration

☒ Tick 'new premises' if your building is being newly constructed or an existing premises is being converted for use as a camping ground, mortuary or funeral parlour, or a premises is to be used for an offensive trade.

☒ Tick 'new operator/occupier - transfer of registration' if a registration exists already for this premises, and a new operator/occupier intends to take over the business.

2b. Business

☒ Please indicate which of the following registrations you are applying for: camping ground, mortuary/funeral parlour or offensive trade.

☒ If you tick 'offensive trade', please write the type of offensive trade.

Example of offensive trades include: blood or offal treating, collection and storage of used bottles for sale, fell mongering, fish cleaning, fish curing, flax pulping, flock manufacturing or teasing of textile materials for any purpose, nightsoil collection and disposal, refuse collection and disposal, septic tank desludging and disposal of sludge, slaughtering of animals for any purpose other than human consumption, tanning, wood pulping, wool scouring and others.

2c. Holder of registration

Name(s) to appear on the registration certificate. Health Act registrations are issued under the name of the actual occupier of the premise proposing to use such premise. This can be an individual, company or a partnership. The applicant is responsible to ensure that the Health Act and all other relevant regulations are adhered to.

2d. Site address

☒ Write the site address of the premise to which the application relates. Specify the unit number and street name.

☒ Provide the phone number of the premise.

2e. Premise name

☒ New premise name - please provide the trading name that you intend to use for the premise.

☒ Previous trading name - write the current or previous name of premise.

2f. Take-over date

☒ State the date you intend to open/take over the business.

2g. Operator's/occupier's name

☒ Please provide the name of the person who will be operating the premise, if this is not the applicant.


2h. Property owner

☒ Provide details of property owner.

Please turn over

3. Applicant's declaration

The decision or information provided to you as a result of your application is limited to the extent and accuracy of the information you have provided on your application.

 Write your name, signature and date in the allocated space.

If you are a company representative, please provide your name (not the name of your company).

Privacy Statement

Information on this form is required to be provided under the acts, regulations and bylaws administered by the Council and is required to process your application.

This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies.

Under the Privacy Act 2020, you have the right to access the personal information held about you by the Council, and you can also request that the Council corrects any personal information it holds about you.

Binding interpretations of the acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a "no liability" basis and in any particular case those concerned should consult their own legal adviser.