



Application for registration under Food Act 2014 with a local council A food business with only one site

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

- The completed scope of operations document. Find this at www.mpi.govt.nz or ask Environmental Health staff.
- If you are applying for a National Programme (NP) 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'. WDC is a recognised verification agency. The law requires Councils to verify businesses registered under the template food control plan.
- If your business is a registered limited liability company, 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 businesses 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 your local council before 1 March 2016, make sure you have your previous registration IDs on hand. These are IDs such as *FSA-JBIP-12345* or *WEBB-12345*.

What type of registration are you applying for?

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

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

If you were registered before 1 March 2016, what was your registration ID number?

If the business was operating before you took over the operation:

I confirm the existing business (trading as) _____

will cease trading on (take over date) _____

- I have enclosed the registration certificate for the previous operator.

Who is the operator of the food business?

Applicant Details			
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, see 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	<input type="checkbox"/> Same as legal name above		
Contact Person		Mobile	
Email	This email will be used for communications about your registration, such as sending approval documents, renewal reminders and invoices. Please check your SPAM inbox. Contact us if this email changes.		
Postal Address		Physical / Courier Address (if different to Postal Address)	
Address		Address	
Town/City		Town/City	
Postcode		Postcode	
<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.		<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.	
Day-to-Day Operator/Manager Details (if different to above)			
Name			
Position			
Address			
Email		Mobile	

Who will be doing your verification?

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 & Contact Details

Health and Bylaws Department

Whangarei District Council
Level One, Walton Plaza
4 Albert Street
Whangarei
Tel: 09 430 4200

You will be emailed your invoice for Registration (and Verification if registering a Food Control Plan) following submission of your application.

Final Check before sending your application to (TA to insert preferred address)

Have you:

- filled this form in completely and legibly?
- attached the completed 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?
- attached signed consent from the property owner authorising this activity to be carried out?
(for domestic kitchens only, if you do not own the property)

Collection of Information

Collection of Personal Information

Under the Privacy Act 2020, 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 WDC, Private Bag 9023, Whangarei, 0148; 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 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 Whangarei District Council and 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, Whangarei District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.