

Section 1

Food Registration Application

www.wdc.govt.nz/Business/Licences-and-permits/Food-premises



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 of Operator (registered company, partnership or individual/s)	☐ 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			
OWNER DETAILS			
Owner 1		Mobile	
Owner 2		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	
☐ This address is a private dwelling/house and I wish it to be withheld from the public register.		☐ This address is a private dwelling/house and I wish it to be withheld from the public register.	
DAY-TO-DAY OPERATOR / MANAGER DETAILS			
Name			
Address			
Position			
Address			
Email		Mobile	

Who will be doing your verification?

Council	☐
Other – insert name of verification agency	☐ 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

Te Iwitahi

9 Rust Avenue

Whangarei

Tel: 09 430 4200

Email: mailroom@wdc.govt.nz

You will be emailed your invoice for Registration and your initial Verification, following submission of your application. The registration process can take up to 20 working days.

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.

Template Food Control Plans and National Programmes

All businesses to complete questions 1 & 2 (Tick as applicable)

1. Trading Operations – How do you distribute your products or services?

Caterer		Eat-in premises		Export food	
Home Delivery		Import food		Internet sales	
Market sales		Mobile trader		Retail sales	
On-licence premises		Storage provider		Takeaway	
Transport provider		Wholesale			

2. What processes do you use to make your food?

Acidification		Aseptic processing/packaging		Canning/retorting		Concentration	
Drying		Fermentation		Handling chilled ready to eat products		High-pressure processing	
Holding food at serving temperature		Irradiation		Novel or unique processes		Pasteurisation (with heat)	
Processing chilled ready to eat products		Reheating		Slow or low temperature cooking		None of the above	

Template Food Control Plan (FCP) businesses to complete: *(Tick as applicable)*

Template Food Control Plan	SECTOR	PRODUCT(S)
	Food Service Sector: Make or prepare food <i>(to be eaten straight away)</i>	☐ Ready to eat meals & snacks served direct to customers (to order) ☐ Minimally processed fruits & vegetables processed and sold direct to customers ☐ Sushi ☐ Doner Meat ☐ Chinese Style Roast Duck
	Food Retail Sector: Make or prepare food	☐ Raw Meat, Poultry & Seafood ☐ Processed meat, poultry and seafood products (E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats) ☐ Minimally processed fruits & vegetables retailed ☐ Processed fruits & vegetables sold (E.g. pesto, fruit salads, frozen vegetables, coleslaw) ☐ Baked products without filling or icing ☐ Baked products with filling or icing ☐ Ready to eat meals & snacks retailed (E.g. sandwiches, meat pies) ☐ Sauces, Soups, Dressing or toppings ☐ Shelf-stable products

National Programme Level 3 businesses to complete: <i>(Tick as applicable)</i>		
National Programme Level 3	SECTOR	PRODUCT(S)
	Food Retail Sector: Handle food but <u>does not</u> make or prepare food	☐ Egg products ☐ Raw Meat, Poultry & Seafood ☐ Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> ☐ Manufacture/Process Dairy products ☐ Minimally processed fruits & vegetables retailed ☐ Processed fruits & vegetables sold <i>(E.g. fruit salads, frozen vegetables, coleslaw)</i> ☐ Baked products without filling or icing ☐ Baked products with filling or icing ☐ Ready to eat meals & snacks retailed <i>(E.g. frozen meals, sandwiches, meat pies)</i> ☐ Sauces, Soups, Dressing or toppings ☐ Infant formula ☐ Shelf-stable products <i>(E.g. packaged biscuits, canned foods, bulk bin foods)</i>
	Brewers, Distillers, Manufacturer or vinegar, alcohol or malt	☐ Beer ☐ Processed Cereal & Meal products ☐ Wine & Wine products ☐ Alcoholic beverages – other ☐ Vinegar ☐ Spirits & liqueurs
	Manufacturer of additives, processing aids, vitamins, minerals or other nutrients added to food	☐ Food Additives ☐ Vitamins & Minerals ☐ Processing aids ☐ Yeast & Yeast products
	Manufacturer of non-alcoholic beverages	☐ Water ☐ Soft drinks ☐ Formulated drinks ☐ Fruit/Vegetable juice
	Manufacturer of dry mix products	☐ Dried mixes containing animal products ☐ Dried mixes not containing animal products
	Manufacturer of oils or fats	☐ Edible oils ☐ Margarine & table spread ☐ Animal fats
	Processors of herbs or spices	☐ Herbs & spices <i>(E.g. Extracting saffron, drying herbs, blending herbs)</i> ☐ Salt
	Processors of grain	☐ Whole grains ☐ Processed cereal & meal products

National Programme Level 2 businesses to complete: <i>(Tick as applicable)</i>		
National Programme Level 2	SECTOR	PRODUCT(S)
	Preschool food service (Early Childhood centre)	☐ Ready to eat meals & snacks ☐ Infant formula
	Bake only bread and bread products	☐ Breads
	Manufacture/Make confectionary	☐ Chocolate & cocoa products ☐ Sugar confectionary
	Manufacture/make crisps, popcorn, pretzels or similar snack products	☐ Crisps & chips ☐ Snack products <i>(E.g. Popped popcorn, puffed rice)</i>
	Manufacture/Make shelf-stable grain products eg. Cereals, baked products	☐ Baked products, without filling or icing ☐ Baked products with filling or icing ☐ Breakfast cereals ☐ Pasta <i>(dried pasta)</i>
	Manufacture/Make shelf water based products	☐ Ice ☐ Water based desserts
	Manufacture/Make dried or dehydrated fruit or vegetables	☐ Processed fruits & vegetables <i>(E.g. Fruit leather, dried fruits)</i> ☐ Dried fruit & nut mixes
	Manufacture/make frozen fruit or vegetables	☐ Processed fruit & Vegetables
	Manufacture/Make shelf-stable condiments	☐ Processed fruit & vegetables <i>(E.g. jams, chutneys etc)</i> ☐ Fermented fruit & vegetable products ☐ Processed meat, poultry & seafood products ☐ Sauces, spreads, soups, dressings & toppings ☐ Fermented sauces ☐ Nut & Seed products <i>(E.g. Peanut butter, bean paste)</i>
	Process nuts, seeds and/or coffee	☐ Nuts & seeds <i>(E.g. Roasted peanuts, spiced cashews)</i> ☐ Coffee bean products <i>(E.g. coffee roasters)</i> ☐ Nut & seed products <i>(E.g. Nut or seed flour)</i> ☐ Dried fruit & nut mixes
	Retail manufactured packaged chilled and/or frozen food	☐ Eggs ☐ Raw meat, poultry & seafood ☐ Processed meat, poultry & seafood products ☐ Dairy products ☐ Processed fruit & vegetables ☐ Baked products, without filling or icing ☐ Baked products with filling or icing ☐ Ready to eat meals & snacks ☐ Sauces, Soups, Dressings, Toppings

National Programme Level 1 businesses to complete: <i>(Tick as applicable)</i>		
National Programme Level 1	SECTOR	PRODUCT(S)
	Extract or package honey	☐ Honey
	Horticultural production and packing operations	☐ Minimally processed fruits & vegetables ☐ Herbs & Spices ☐ Nuts & seeds ☐ Mushrooms ☐ Sprouts and microgreens
	Manufacturer of sugar related products	☐ Sugar ☐ Sugar products <i>(E.g. Golden syrup)</i>
	Retailers of hot beverages and/or shelf stable manufacture packaged foods	☐ Hot beverages ☐ Packaged Food (Shelf stable products)
	Retailers of manufacture packaged ice cream/ice confectionary (In manufacturer's packaging)	☐ Ice cream ☐ Iced confectionary
	Transporters or distributors of food products	☐ Frozen food ☐ Chilled food ☐ Shelf stable products ☐ Bulk food ☐ Hot Food

Section 2

Trade Waste Application

www.wdc.govt.nz/Services/Water-services/Wastewater/Trade-Waste

This application is NOT applicable if:

- Your food registration is a Food Control Plan (FCP) at a residential address
- Your food registration is a National Programme 1, 2 or 3
- You are on a septic tank system
- You are a mobile food business (trailer, car, cart, truck)

Application under the Trade Waste Bylaw of Whangarei District Council – Food premises

Details of business (trade waste producer)

Name of business: _____

Street address: _____

Postal address: _____

Phone number: _____

Email address: _____

Nature of activity generating trade waste: _____

Name and address of applicant (if different from above)

Name: _____

Address: _____

Phone number: _____

Email address: _____

Details of trade waste discharge

Type of application

☐ Proposed discharge☐ Existing discharge with no consent☐ Consent renewal

Consent number: _____

☐ Variation of existing discharge

Type of variation _____

Volume and rate of discharge

Daily volume (m³): _____ or meals per hour (peak) _____

Daily / seasonal discharge _____

Proposed method of flow measurement

☐ Calibrated meter☐ Manufacturer specification☐ Other (please specify): _____

Office use

Date received _____

File no _____

Consent no _____

Issuing officer _____

Drainage layout

Does the system include a macerator/grinder unit? ☐ Yes ☐ No

Is there a pre-treatment system (e.g., grease trap or similar) ☐ Yes ☐ No

If yes, please specify (type, volume, frequency of clean-outs): _____

Number of toilet pans and urinals on site: _____

Diameter of sewer being discharged into: _____

Please include as-built plans or sketch of drainage layout

Additional information

Please include any supporting information you may have, i.e., material safety data sheets for chemicals, existing resource consents, evidence of pre-treatment maintenance, etc

Compliance statement

(to be completed by executive representative of registered company)

The discharge referred to in this application complies with all conditions of the Trade Waste Bylaw 2023. The discharge does not contain any substances which are specifically prohibited under Schedule 1B of the Trade Waste Bylaw 2023.

I understand that under Section 4.10 of this bylaw, failure to limit trade waste discharges to within the parameters specified in Whangarei District Council's Trade Waste Consent or Special Agreement issued under this bylaw can be reasonable grounds for cancellation of this consent

Signed

Name (please print)

Designation (please print)

Organisation (please print)

Dated this _____ day of _____ 202 _____

Application checklist

All sections completed ☐ Yes ☐ No

Additional documents attached ☐ Yes ☐ No

Drainage plans / sketch attached ☐ Yes ☐ No

Application signed ☐ Yes ☐ No

Note: Application fee(s) apply.