

# Application for Registration of Food Business

Section 53 & 83 Food Act 2014

This form is to register a business that will operate under a template 'Food Control Plan' for Food Service or Food Retail, or a National Programme Level 3, 2 or 1.

Before applying for registration you should have confirmed which type of registration your business needs by using the Ministry Primary Industries tool 'Where do I fit?' available on their website [www.mpi.govt.nz](http://www.mpi.govt.nz)

To register a Food Control Plan you need to have completed the pages that are relevant to you. You should also have started keeping the diary if you are an existing business. See <http://www.tasman.govt.nz> for details on how to download or purchase a FCP.

## Is this application for a new premises, an existing business, or a new operator taking over a food business?

<input type="checkbox"/> <b>New business:</b>	Date you wish to start trading:
<input type="checkbox"/> <b>Existing business with same operator transitioning to the new Food Act 2014</b>	What is your current certificate number? E.g. FP or MTH
<input type="checkbox"/> <b>New operator taking over a business:</b>	Date you will take over :  Existing business name and certificate number:

## What type of registration are you applying for?

<b>Food Control Plan</b>	<input type="checkbox"/> Template Food Control Plan
<b>National Programme</b>	<input type="checkbox"/> National Programme Level 3 <input type="checkbox"/> National Programme Level 2 <input type="checkbox"/> National Programme Level 1

## Who is the operator of the food business?

<b>Legal Name of Operator (e.g. registered company, partnership or individuals name):</b>	<input type="checkbox"/> If registered company please attach a copy of the company extract from the New Zealand Companies office ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> )
<b>Trading Name (i.e. 'Trading As'):</b>	

**Tasman District Council**  
 Email [info@tasman.govt.nz](mailto:info@tasman.govt.nz)  
 Website [www.tasman.govt.nz](http://www.tasman.govt.nz)  
 24 hour assistance

**Richmond**  
 189 Queen Street  
 Private Bag 4  
 Richmond 7050  
 New Zealand  
**Phone** 03 543 8400  
**Fax** 03 543 9524

**Murchison**  
 92 Fairfax Street  
 Murchison 7007  
 New Zealand  
**Phone** 03 523 1013  
**Fax** 03 523 1012

**Motueka**  
 7 Hickmott Place  
 PO Box 123  
 Motueka 7143  
 New Zealand  
**Phone** 03 528 2022  
**Fax** 03 528 9751

**Takaka**  
 14 Junction Street  
 PO Box 74  
 Takaka 7142  
 New Zealand  
**Phone** 03 525 0020  
**Fax** 03 525 9972

<b>NZ Business Number</b>	If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see <a href="https://www.business.govt.nz/companies">https://www.business.govt.nz/companies</a>		
<b>Business Address and Contact Details</b>			
You must provide this information to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below.			
<b>Business Location:</b>			
<b>Address of business or base location for mobile vehicles &amp; stalls:</b>	<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.		
<b>Other business locations:</b>	Any other business locations or storage locations associated with the business:		
<b>Town/City:</b>		<b>Postcode:</b>	
<b>Telephone:</b>		<b>Fax:</b>	
<b>Website:</b>			
<b>Email:</b>			
<b>Mobile vehicle registration number:</b>	If your business is a mobile food van what is the registration number:	<b>Food stall trading locations:</b>	If your business is a food stall where do you wish to trade:
<b>Postal Address:</b> Where do you want your certificates and letters sent			
<b>Postal Address</b>			
<b>Contact Person Details</b>			
The contact person details entered below will be used for communications about your registration, such as arranging audits. Contact TDC if the details change.			
<b>Name</b>		<b>Position</b>	
<b>Mobile</b>		<b>Other telephone</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		
<b>Day-to-day manager of food business (if different from contact person)</b>	<b>Name:</b>		
	<b>Position:</b>		

## Who will be doing your verification (audit)?

<b>For a Food Control Plan</b>	<input type="checkbox"/> Tasman District Council will be your verifier (auditor) if you are registering a template Food Control Plan. Verifications will be charged at an hourly rate in addition to the registration fee. Tick here to acknowledge acceptance of TDC as verifier.
<b>For a National Programme choose a Verification company</b>	Name of Verifier Company:  TDC is not providing a verification service to businesses on National Programmes, so you will need to choose your own verifier and obtain a confirmation letter from them that they will verify you. A list of recognised verifiers can be found on the MPI website <a href="http://www.mpi.govt.nz">www.mpi.govt.nz</a> under 'registers and lists'.

## Applicant Statement

<b>I confirm that:</b> 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.			
<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## Attachments

<b>Attach the following:</b>
<input type="checkbox"/> Floor plan of the premises you want to register – you can send a copy of page MGMT 2.2 from your FCP or draw a floor plan of your premises. <input type="checkbox"/> If registered company please attach a copy of the Company Extract from the New Zealand Companies office ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> ) <input type="checkbox"/> Letter from your verification agency confirming they will verify your business if you are operating under a National Programme <input type="checkbox"/> Scope of Operations form for your business – you can use the attached or download and complete this form from the MPI website at <a href="http://www.mpi.govt.nz">www.mpi.govt.nz</a> and either print it or email it to us at <a href="mailto:regulatory.admin@tasman.govt.nz">regulatory.admin@tasman.govt.nz</a>

## Payment details

### Payment Options:

#### **There is a fee for registration of a Food Control Plan:**

First Registration of a FCP is \$231

Renewal of a FCP is \$93

#### **There is a fee for registration of a National Programme:**

First Registration of a NP is \$139

Renewal of a NP is \$93

#### **You can pay in these ways:**

- Internet banking to ASB 12-3193-0002048-03 using reference of Food and your business name or current certificate number
- By cheque accompanying this form, made payable to Tasman District Council
- By cash, cheque or card at any Council Office (credit card payments will incur a fee)

## What happens next?

### Once you have submitted your application:

If you are registering a Food Control Plan an Environmental Health Officer will contact you to arrange to visit your premises and view your FCP and Diary records. If they are satisfactory we will issue a Food Control Plan certificate for you to display.

If you are registering a National Programme we may contact you to confirm details then issue a registration certificate. You would need to have your verification within the 1<sup>st</sup> month of registering for new businesses, or longer for existing.

If you are a new business or taking over a business you cannot start trading until you have received your certificate.

### 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; and
- The recipient of this information, which is the agency that will collect and hold the information, is Tasman District Council, 189 Queen Street, Private Bag 4, Richmond 7050 and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 53 & 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 section 53; and
- The supply of this information is voluntary; but
- 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 84 and 87 of the Food Act 2014,; and
- 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 the Tasman District Council 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, the Tasman District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.