

Application for registration under Food Act 2014 – Selwyn District 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
 - 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 on the MPI website, under 'registers and lists'. 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*.
 - Details for payment of your application fee will be invoiced accordingly.
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Notes if you will be filling the form out electronically

- Throughout this form you will need to tick boxes that look like this: ☐. If filling in the form electronically, double click the box to select that option. A selected box indicates a 'yes' answer.
 - If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.
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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?

Who is the operator of the food business?

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 (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, if any (i.e. 'Trading As'):	<input type="checkbox"/> Same as legal name above		
Vehicle Registration number: (if applicable)			
Operator Address and Contact Details			
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.			
Postal Address		Physical / Courier Address (if different to Postal Address)	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Country:		Country:	
<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.		<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.	
Contact Person Details			
The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact MPI if the details change.			
Mobile		Other telephone no.	
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		
Operator day-to-day manager name and position	Name:		
	Position:		

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) 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 a kind (whether in New Zealand or elsewhere) that are regulated under the Food Act 2014; and
- 4) 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
- 5) The operator of the food business is able to comply with the requirements of the Food Act 2014.

Name		Job Title	
Signature		Date	

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

Have you:

- filled this form in completely and legibly?
- attached completed the 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?

Collection of Information – Territorial authority to insert their equivalent of below.

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 MPI, PO Box 2526, Wellington 6140; 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 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 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, the Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

Scope of Operations: **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 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>	<input type="checkbox"/> Ready to eat meals & snacks served direct to customers (to order) <input type="checkbox"/> Minimally processed fruits & vegetables processed and sold direct to customers <input type="checkbox"/> Sushi <input type="checkbox"/> Doner Meat <input type="checkbox"/> Chinese Style Roast Duck
	Food Retail Sector: Make or prepare food	<input type="checkbox"/> Raw Meat, Poultry & Seafood <input type="checkbox"/> Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold <i>(E.g. pesto, fruit salads, frozen vegetables, coleslaw)</i> <input type="checkbox"/> Baked products without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks retailed <i>(E.g. sandwiches, meat pies)</i> <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Shelf-stable products

National Programme Level 3 businesses to complete: *(Tick as applicable)*

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

National Programme Level 2 businesses to complete: *(Tick as applicable)*

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

National Programme Level 1 businesses to complete: *(Tick as applicable)*

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