

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.
- If you are applying for a National Programme (NP) registration, you can choose your verifier. You will need a confirmation 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'. 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 business is a 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.
- Details for payment of your application fee will be invoiced accordingly.

Notes if you will be completing the form electronically

- Throughout this form you will need to tick boxes that look like this: ☐. If filling the form in 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, notify us in writing immediately.
-

What type of registration are you applying for?

- ☐ MPI Food Control Plan template
- ☐ MPI Cheesemakers template
- ☐ NP3
- ☐ NP2
- ☐ NP1

(Please be aware that all operators who register under the Cheesemakers template must use a third-party custom food control plan approved verifier to undertake the verification.)

Who is the operator of the food business?

Legal Name(s) of Operator (e.g. registered company, partnership or individual):	☐ 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'):	☐ Same as legal name above		
Vehicle Registration number: (if applicable)	(If you are a mobile food business trading outside of the Selwyn District area you will need to have a third-party verifier confirmed as part of your application for registration)		
Operator Address and Contact Details You must provide this information to be registered. However, if the address is a dwelling house, 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:	
☐ 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.	
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	☐
Other – insert name of verification agency (if your business is FCP, then this is not applicable)	☐ I have attached a confirming letter from my verification agency.

Note: If you are a mobile trader who also operates outside of the Selwyn District, you are required to be verified by a third-party 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 Selwyn District Council

Have you:

- filled this form in completely and legibly?
- attached a completed the scope of operations document?
- attached a letter from your verifier, if that isn't Council?
- attached a copy of the company registration certificate, if you have a registered limited liability company?
- read and signed the Applicant Statement?

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 the Selwyn District Council; 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 Selwyn 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 Selwyn District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

SCOPE OF OPERATIONS

FOR NATIONAL PROGRAMME BUSINESSES

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

What does 'Scope of Operations' mean?

Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council.

TRADING OPERATIONS

How do you source and supply your products / services?

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

PROCESSES

What processes do you use in your food business?

- | | | |
|--|---|---|
| ☐ Acidification | ☐ Handling chilled ready-to-eat products | ☐ Handling chilled ready-to-eat products |
| ☐ Holding food at serving temperature | ☐ Pasteurisation (with heat) | ☐ Drying |
| ☐ Reheating | ☐ Fermentation | ☐ None of the above |
| ☐ Concentration | ☐ Slow or low temperature cooking | |

Listed below are all National Programme categories of registration. You may fall under more than just one National Programme level. Please tick all sectors that apply to your business. For assistance in determining what sections of this application apply to your business, please call the councils Environmental Health Officers.

NATIONAL PROGRAMME 3 BUSINESSES

Do you sell products made by others?

- | | |
|--|--|
| ☐ Baked products (without filling or icing) | ☐ Processed fruits and Vegetables |
| ☐ Baked products, with filling or icing | ☐ Processed meats, poultry and seafood products |
| ☐ Dairy products | ☐ Raw meat, poultry & seafood |
| ☐ Eggs | ☐ Ready-to-eat meals and snacks |
| ☐ Infant Formula | ☐ Sauces, soups, dressing and toppings |
| ☐ Minimally Processed fruits and vegetables | ☐ Shelf- stable products |

Do you manufacture / make vinegar, alcoholic beverages or malt extract?

- | | |
|---|---|
| ☐ Alcohol beverages- other | ☐ Spirits & liqueurs |
| ☐ Beer | ☐ Wine & wine products |
| ☐ Malt extract | ☐ Vinegar |

Do you manufacture / make non-alcoholic beverages?

- | | |
|--|--------------------------------------|
| ☐ Formulated drinks | ☐ Soft drinks |
| ☐ Fruit & vegetable juice | ☐ Water |

Do you manufacture / make oils or fats for food?

- | | |
|---------------------------------------|--|
| ☐ Animals fats | ☐ Margarine & table spreads |
| ☐ Edible Oils | |

Do you manufacture / make food additives, processing aids, vitamins, minerals, or other nutrients for adding to food?

- | | |
|--|--|
| ☐ Food additives | ☐ Vitamins & minerals |
| ☐ Processing Aids | ☐ Yeasts & yeast products |

Do you process grain?

☐ Processes cereal & meal products

☐ Whole grains

Do you process of herbs or spices?

☐ Herb & spices

☐ Salt

Do you manufacture/ make dry mix products?

☐ Dried mixes containing animal products.

☐ Dried mixes containing animal products

NATIONAL PROGRAMME 2 BUSINESSES

Do you bake bread and bread products?

☐ Bread and Bread products only

Do you provide food to pre-school children?

☐ For immediate consumption to children under 5 years old- centre based service

Do you manufacture / make confectionery?

☐ Chocolate & cocoa products

☐ Sugar products

Do you process nuts, seeds and/ or coffee?

☐ Coffee bean products

☐ Nut & seed products

☐ Dried fruit & nut mixes

☐ Nuts & seeds

Do you manufacture / make crisps, popcorn, pretzels or similar snack products?

☐ Crisps & Chips

☐ Snack Products

Do you manufacture / make dried or dehydrated fruit or vegetables?

☐ Dried fruit & nut mixes

☐ Processed fruits & vegetables

Do you manufacture / make shelf stable condiments?

☐ Fermented fruit & vegetable products

☐ Processed fruits & vegetables

☐ Fermented sauces

☐ Sauces, soups, dressings & toppings

☐ Nut & seed products

Do you manufacture / make shelf stable grain-based products?

☐ Baked products (without filling or icing)

☐ Breakfast cereals

☐ Baked products, with filling or icing

☐ Pasta

Do you manufacture / make water products?

☐ Ice

☐ Water-based desserts

Do you sell manufacturer packaged chilled or frozen food?

☐ Baked products (without filling or icing)

☐ Processed meats, poultry and seafood products

☐ Baked products, with filling or icing

☐ Raw meat, poultry & seafood

☐ Dairy products

☐ Ready-to-eat meals and snacks

☐ Eggs

☐ Sauces, soups, dressing and toppings

☐ Processed fruits and vegetables

Do you manufacture / make frozen fruit or vegetables?

☐ Cutting, shelling, dicing and blanching fruit or vegetables and then freezing them

NATIONAL PROGRAMME 1 BUSINESSES

Do you extract and pack honey?

☐ Extract honey

☐ Pack honey

Do you grow/ or pack food?

☐ Herbs & Spices

☐ Mushrooms

☐ Minimally processed
fruits & vegetables

☐ Nuts & seeds

☐ Sprouts & microgreens

Do you manufacture / make sugar or related products?

☐ Sugar

☐ Sugar products

Do you sell hot beverages and / or shelf-stable pre-packed food?

☐ Hot beverage

☐ Packaged products (shelf – stable products)

Do you sell ice cream and iced confectionery?

☐ Ice Cream

☐ Iced Confectionery

Do you transport and distribute or warehouse food?

☐ Bulk food

☐ Frozen food

☐ Chilled food

☐ Hot food

☐ Shelf-stable food