

## Application for Registration of a Food Business Food Act 2014

### BEFORE YOU START, LET'S CHECK THAT YOU HAVE EVERYTHING YOU WILL NEED:

You need to use the 'Where Do I Fit' tool on the Ministry of Primary Industries (MPI) website to find out what rules you need to follow under the Food Act 2014, complete online at <http://www.mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/>. This will give you an outcome of what registration type you fit in.

You may then need to complete the document 'Scope of Operations' (visit and complete the document online at <http://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/> under 'Application forms' or complete the document attached to this form (if you obtain it over the counter). Once completed, print off and submit with this application. The information provided will assist in describing to Council what activities you carry out.

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 Ministry of Primary Industries (MPI) website <http://www.mpi.govt.nz/food-safety/food-act-2014/registers-and-lists/>. The law requires Councils to verify businesses registered under the template food control plan, but NOT National Programmes.

If your business is a registered limited liability company, provide a copy of the company registration certificate. See [www.companies.govt.nz](http://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 YD2(2)) of the Income Tax Act 2007.

### 1. REGISTRATION TYPE

(Please tick circles where applicable)

- Ministry of Primary Industries (MPI) template food control plan:
- National Programme Level 3 (NP3)
- National Programme Level 2 (NP2)
- National Programme Level 1 (NP1)

### 2. BUSINESS DETAILS

This section is for the owner or person in control of the food business. If you are applying for a National Programme registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, the operator is the person responsible for the food control plan and the other businesses and addresses.

**What type of operator is your business, do you or are you a:**

- Registered Limited Company (If so, please attach a copy of the NZ Companies Office registration)
- Registered NZ Business (If so, please supply your NZ business number) \_\_\_\_\_
- An Individual
- Partnership

Trading name \_\_\_\_\_

Legal Name(s) of operator \_\_\_\_\_

**3. OPERATOR CONTACT DETAILS**

This information must be provided 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.

Physical Premises Address (site 1):

Postal Address (for all sites):

Withhold address from public register

**Physical Premises Address**

Postal address: \_\_\_\_\_

Contact person - Full Name: \_\_\_\_\_

Contact person - Position held: \_\_\_\_\_

**Contact numbers**

Phone (Daytime:) \_\_\_\_\_ Phone (After hours): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Operator day to day - Full Name: \_\_\_\_\_

Operator day to day - Position held: \_\_\_\_\_

**4. ADDITIONAL SITES**

Do you wish to register more than one site that is situated in Rangitikei District?

Yes  No If yes, please provide the details for these site addresses below:

**Details for other addresses:**

Trading name (site 2): \_\_\_\_\_

Legal Name(s) of operator (site 2): \_\_\_\_\_

Physical Premise Address (site 2): \_\_\_\_\_

Withhold address from public register

Operator day to day - Full Name: \_\_\_\_\_

Operator day to day - Position held: \_\_\_\_\_

Trading name (site 3): \_\_\_\_\_

Legal Name(s) of operator (site 3): \_\_\_\_\_

Physical Premise Address (site 3): \_\_\_\_\_

Withhold address from public register

Operator day to day - Full Name: \_\_\_\_\_

Operator day to day - Position held: \_\_\_\_\_

Trading name (site 4): \_\_\_\_\_

Legal Name(s) of operator (site 4): \_\_\_\_\_

Physical Premise Address (site 4): \_\_\_\_\_

Withhold address from public register

Operator day to day - Full Name: \_\_\_\_\_

Operator day to day - Position held: \_\_\_\_\_


**5. VERIFICATION & SCOPE OF OPERATIONS**

(Please tick circles where applicable)

**Who will be doing your verification?**


Council

Other \_\_\_\_\_ (insert name of verification agency)

Attach a copy of confirmation letter from your verification agency 

**Have you completed the 'Scope of Operations' document?**

Yes     No    If yes, (this is the range of products that you produce)

Attach a copy of the Scope of Operations 

Attach a copy of the floor plan / layout or photos

Attach a copy of a list of proposed food for sale or manufacture

**6. APPLICANT STATEMENT**

I confirm that:

- 1) I am authorised to make this application as the operator or a person
- 2) The information supplied in this application is truthful and accurate
- 3) Neither I nor any directors, partners, or managers of the business overseas, of any offence relating to fraud or dishonesty, or relating businesses of any kind (whether in New Zealand or elsewhere) that
- 4) The operator is resident in New Zealand within the meaning of Act 2007; and
- 5) The operator of the food business is able to comply with the requirements with legal authority to act on behalf of the operator; and to the best of my knowledge and belief; and concerned have been convicted, whether in New Zealand or to management, control, or business activities in respect of are regulated under the Food Act 2014; and section YD 1 or YD 2 (excluding section YD 2(2) of the Income Tax of the Food Act 2014.

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**7. PAYMENT DETAILS**

Charges are set annually by Council – refer to the current Fees & Charges.

Payment can be made by:

Cheque - post to Rangitikei District Council, Private Bag 1102, Marton 4741 or  
hand deliver to Rangitikei District Council, 46 High Street Marton

Cash or Eftpos - over the counter at Rangitikei District Council, 46 High Street Marton, 90 Hautapu Street Taihape

Internet banking - Bank account name: Rangitikei District Council  
Account number: 03-0683-0195600-00  
Particulars field: quote your Business or trading name  
Code field: Food Business  
Reference: Application type e.g. MPI, NP1, NP2 or NP3

### 8. COLLECTION OF INFORMATION

#### Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020 we advise that:

1. This information is being collected for the purpose of registering under the Food Act 2014; and
2. The recipient of this information, which is the agency that will collect and hold the information, is Rangitikei District Council, Private Bag 1102, Marton 4741;
3. Some of the information collected will be displayed on a public register; and
4. 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
5. The supply of this information is voluntary; and
6. 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

#### Collection of Official Information

1. 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.
2. If a request is made under that Act for information you have provided in this application, the Rangitikei District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

### 9. RETURN YOUR COMPLETED APPLICATION

Post to: Rangitikei District Council, Private Bag 1102, Marton 4741, Attention: Environmental Health Officer

Hand deliver to: Rangitikei District Council, 46 High Street Marton

Email to: info@rangitikei.govt.nz

### OFFICE USE ONLY

Date received:		Received by:	
Approved:	<input type="radio"/> Yes <input type="radio"/> No	Approved by:	
Date approved:		Approval signature:	
Liquor Licence req.?	<input type="radio"/> Yes <input type="radio"/> No	Inspection time:	
Is a Grease trap req?	<input type="radio"/> Yes Compliant <input type="radio"/> Non Compliant	Inspection Category:	

## 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)*

	SECTOR	PRODUCT(S)
<b>Template Food Control Plan</b>	<b>Food Service Sector:</b> <b>Make or prepare food</b> <i>(to be eaten straight away)</i>	<ul style="list-style-type: none"> <li>n Ready to eat meals &amp; snacks served direct to customers (to order)</li> <li>n Minimally processed fruits &amp; vegetables processed and sold direct to customers</li> <li>n Sushi</li> <li>n Doner Meat</li> <li>n Chinese Style Roast Duck</li> </ul>
	<b>Food Retail Sector:</b> <b>Make or prepare food</b>	<ul style="list-style-type: none"> <li>n Raw Meat, Poultry &amp; Seafood</li> <li>n Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i></li> <li>n Minimally processed fruits &amp; vegetables retailed</li> <li>n Processed fruits &amp; vegetables sold <i>(E.g. pesto, fruit salads, frozen vegetables, coleslaw)</i></li> <li>n Baked products without filling or icing</li> <li>n Baked products with filling or icing</li> <li>n Ready to eat meals &amp; snacks retailed <i>(E.g. sandwiches, meat pies)</i></li> <li>n Sauces, Soups, Dressing or toppings</li> <li>n Shelf-stable products</li> </ul>

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

<b>National Programme Level 3</b>	<b>SECTOR</b>	<b>PRODUCT(S)</b>
	<b>Food Retail Sector: Handle food but does not make or prepare food</b>	<ul style="list-style-type: none"> <li>○ Egg products</li> <li>○ Raw Meat, Poultry &amp; Seafood</li> <li>○ Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i></li> <li>○ Manufacture/Process Dairy products</li> <li>○ Minimally processed fruits &amp; vegetables retailed</li> <li>○ Processed fruits &amp; vegetables sold <i>(E.g. fruit salads, frozen vegetables, coleslaw)</i></li> <li>○ Baked products without filling or icing</li> <li>○ Baked products with filling or icing</li> <li>○ Ready to eat meals &amp; snacks retailed <i>(E.g. frozen meals, sandwiches, meat pies)</i></li> <li>○ Sauces, Soups, Dressing or toppings</li> <li>○ Infant formula</li> <li>○ Shelf-stable products <i>(E.g. packaged biscuits, canned foods, bulk bin foods)</i></li> </ul>
	<b>Brewers, Distillers, Manufacturer or vinegar, alcohol or malt</b>	<ul style="list-style-type: none"> <li>○ Beer</li> <li>○ Processed Cereal &amp; Meal products</li> <li>○ Wine &amp; Wine products</li> <li>○ Alcoholic beverages – other</li> <li>○ Vinegar</li> <li>○ Spirits &amp; liqueurs</li> </ul>
	<b>Manufacturer of additives, processing aids, vitamins, minerals or other nutrients added to food</b>	<ul style="list-style-type: none"> <li>○ Food Additives</li> <li>○ Vitamins &amp; Minerals</li> <li>○ Processing aids</li> <li>○ Yeast &amp; Yeast products</li> </ul>
	<b>Manufacturer of non-alcoholic beverages</b>	<ul style="list-style-type: none"> <li>○ Water</li> <li>○ Soft drinks</li> <li>○ Formulated drinks</li> <li>○ Fruit/Vegetable juice</li> </ul>
	<b>Manufacturer of dry mix products</b>	<ul style="list-style-type: none"> <li>○ Dried mixes containing animals products</li> <li>○ Dried mixes not containing animal products</li> </ul>
	<b>Manufacturer of oils or fats</b>	<ul style="list-style-type: none"> <li>○ Edible oils</li> <li>○ Margarine &amp; table spread</li> <li>○ Animal fats</li> </ul>
	<b>Processors of herbs or spices</b>	<ul style="list-style-type: none"> <li>○ Herbs &amp; spices <i>(E.g. Extracting saffron, drying herbs, blending herbs)</i></li> <li>○ Salt</li> </ul>
	<b>Processors of grain</b>	<ul style="list-style-type: none"> <li>○ Whole grains</li> <li>○ Processed cereal &amp; meal products</li> </ul>

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

	<b>SECTOR</b>	<b>PRODUCT(S)</b>
<b>National Programme Level 2</b>	<b>Preschool food service (Early Childhood centre)</b>	<ul style="list-style-type: none"> <li>o Ready to eat meals &amp; snacks</li> <li>o Infant formula</li> </ul>
	<b>Bake only bread and bread products</b>	<ul style="list-style-type: none"> <li>o Breads</li> </ul>
	<b>Manufacture/Make confectionary</b>	<ul style="list-style-type: none"> <li>o Chocolate &amp; cocoa products</li> <li>o Sugar confectionary</li> </ul>
	<b>Manufacture/make crisps, popcorn, pretzels or similar snack products</b>	<ul style="list-style-type: none"> <li>o Crisps &amp; chips</li> <li>o Snack products <i>(E.g. Popped popcorn, puffed rice)</i></li> </ul>
	<b>Manufacture/Make shelf-stable grain products eg. Cereals, baked products</b>	<ul style="list-style-type: none"> <li>o Baked products, without filling or icing</li> <li>o Baked products with filling or icing</li> <li>o Breakfast cereals</li> <li>o Pasta <i>(dried pasta)</i></li> </ul>
	<b>Manufacture/Make shelf water based products</b>	<ul style="list-style-type: none"> <li>o Ice</li> <li>o Water based desserts</li> </ul>
	<b>Manufacture/Make dried or dehydrated fruit or vegetables</b>	<ul style="list-style-type: none"> <li>o Processed fruits &amp; vegetables <i>(E.g. Fruit leather, dried fruits)</i></li> <li>o Dried fruit &amp; nut mixes</li> </ul>
	<b>Manufacture/make frozen fruit or vegetables</b>	<ul style="list-style-type: none"> <li>o Processed fruit &amp; Vegetables</li> </ul>
	<b>Manufacture/Make shelf-stable condiments</b>	<ul style="list-style-type: none"> <li>o Processed fruit &amp; vegetables <i>(E.g. jams, chutneys etc)</i></li> <li>o Fermented fruit &amp; vegetable products</li> <li>o Processed meat, poultry &amp; seafood products</li> <li>o Sauces, soups, dressings &amp; toppings</li> <li>o Fermented sauces</li> <li>o Nut &amp; Seed products <i>(E.g. Peanut butter, bean paste)</i></li> </ul>
	<b>Process nuts, seeds and/or coffee</b>	<ul style="list-style-type: none"> <li>o Nuts &amp; seeds <i>(E.g. Roasted peanuts, spiced cashews)</i></li> <li>o Coffee bean products <i>(E.g. coffee roasters)</i></li> <li>o Nut &amp; seed products <i>(E.g. Nut or seed flour)</i></li> <li>o Dried fruit &amp; nut mixes</li> </ul>
	<b>Retail manufactured packaged chilled and/or frozen food</b>	<ul style="list-style-type: none"> <li>o Eggs</li> <li>o Raw meat, poultry &amp; seafood</li> <li>o Processed meat, poultry &amp; seafood products</li> <li>o Dairy products</li> <li>o Processed fruit &amp; vegetables</li> <li>o Baked products, without filling or icing</li> <li>o Baked products with filling or icing</li> <li>o Ready to eat meals &amp; snacks</li> <li>o Sauces, Soups, Dressings, Toppings</li> </ul>



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

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