



Application for registration under Food Act 2014 – Kaikōura District Council

A food business with more than 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 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.
- 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.

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.)

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) | (If you are a mobile food business trading outside of the Kaikoura 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: | |
| <input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register. | | <input type="checkbox"/> 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 | <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 Kaikoura 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?

- attached a copy of one form of identification (driver licence, passport). If you are not a New Zealand resident, please include details of your citizenship, passport number and work visa.

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

Details for other addresses

(Hint: Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.)

| Legal name(s) of site operator (e.g. registered company, partnership or individual) (This is for template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies) | NZ Business Number (where applicable) | Site trading name, if any (i.e. 'Trading As'): | Street/Physical Address (location of actual place) (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse) | Vehicle Registration numbers (mobile businesses only) | Site day-to-day manager position |
|---|---|---|---|--|---|
| E.g. ABC Foods Limited <input checked="" type="checkbox"/> | | E.g. Yummy CakesRUs, Wellington Store | E.g. 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/> | | E.g. Store Manager |
| <input type="checkbox"/> | | | <input type="checkbox"/> | | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | | |
| <input type="checkbox"/> | | | <input type="checkbox"/> | | |
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Vehicle Details (registration)

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