

# Application for change to food control plan under Food Act 2014

## Information Sheet and Checklist

### When to use this form

- If you are wanting to change your registration type from a food control plan to a multi-site national programme, you need to complete a new application form for registration of a multi-site food business.
- If you only want a replacement certificate (where certificate has been lost or destroyed), you don't need to submit this form. Simply email [info@tararua.govt.nz](mailto:info@tararua.govt.nz) to request a copy of your certificate. Tararua District Council will email you a copy, so make sure you keep us up-to-date with your current email address.
- This form must be used when:
  - Applying for registration of a significantly amended<sup>1</sup> template food control plan under section 45 or 46 of the Food Act 2014 – such as adding a new place of food business, or a change to the scope of the food control plan that may have an effect on the safety and suitability of food; or
  - Notifying of a non-significantly (minor) amended<sup>1</sup> template or custom food control plan under section 45 or 46 of the Food Act 2014, such as a change in a type of food that is similar to an existing type of food identified in the food control plan; or
  - Notifying of a significant change in circumstances of a food control plan under section 51 of the Food Act 2014; or
  - Notifying of a voluntary suspension of a registered food control plan under section 64 of the Food Act 2014; or
  - Notifying of a surrender of registration of a food control plan under section 71 of the Food Act 2014.

### Before you start, let's check that you have everything you need:

- You have your current registration ID on hand. If you aren't sure, check the public register of registered businesses here: <https://www.mpi.govt.nz/food-safety/food-act-2014/registers-and-lists/>.
- For applications for registration of significantly amended<sup>1</sup> food control plans:
  - documentation to confirm significantly amended food control plan.
- If the change relates to your scope of operations, a description of how your business scope of operations has changed (clearly marked additions and/or deletions). Find more information, and a form to fill in, by visiting <http://mpi.govt.nz/food-safety/food-act-2014/>, Forms and templates, Scope of Operations.
- If you are changing verification agency, a copy of the confirmation letter from your new verification agency. A list of recognised verification agencies can be found at <http://mpi.govt.nz/food-safety/food-act-2014/> under 'Registers & lists'.
- If your business has changed name and is a registered limited liability company, a copy of the new company registration certificate. See [www.companies.govt.nz](http://www.companies.govt.nz).
- If you are altering, changing, adding, or removing addresses where food is handled, you need to make sure you have the address information on hand, and any new or changed site plans. A spreadsheet of the sites' information attached to your application is acceptable. You need to make sure you can confirm that every new or changed operator of the food businesses covered by the food control plan 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 provide company registration certificates for any limited liability companies.
- Your application fee. (Note: all fees on this form are inclusive of GST.)

<sup>1</sup> To decide if your change is a significant amendment, you can check with your verifier, or see 'Food Notice: Food Control Plans and National Programmes' at <http://mpi.govt.nz/food-safety/food-act-2014/> under 'Requirements' for more information.

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## 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 submitting a change to a registered food control plan under the Food Act 2014; and
- The recipient of this information, which is the agency that will collect and hold the information, is Tararua District Council, PO Box 115, Dannevirke 4942; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 45, 46, 51, 64, or 71, whichever applies, of the Food Act 2014. Failure to provide information under section 45, 46, or 51 is an offence under section 240 of the Act (penalty - fine up to \$200,000 for corporates and up to \$50,000 for individuals). Failure to provide information under sections 64 and 71 is an offence under section 244 (penalty - fine up to \$20,000 for corporates and up to \$5,000 for individuals)
- 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 Tararua 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, Tararua District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

# Application for change to food control plan under Food Act 2014



## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to complete this form; and
- print clearly.

## 1. Current registration ID

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Registration ID number (e.g. TRD5000)

## 2. Details of application

I would like to apply:

- for an amendment to Food Control Plan / National Programme Registration (e.g. *Scope of Operations*).
- to change registration details (e.g. *day-to-day manager*).
- to surrender registration.
- to voluntarily suspend registration.

## 3. Application for registration of significantly amended food control plan

Have you made any of the following changes?

1. An amendment to the physical address or location of the food business identified in the food control plan or, in the case of mobile premises, the nominated home base identified in the food control plan.
2. Any change to the scope of the food control plan or the procedures identified in the food control plan that may have an effect on the safety and suitability of food traded under that food control plan, including:
  - a. major alterations to facilities or equipment; or
  - b. changes to the nature of the business as a result of the merger of 2 or more food businesses or the reorganisation of one or more food business;
3. An amendment to the food control plan that has an impact on the safety and suitability of the food, including (without limitation), the hazards and other factors that are reasonably likely to occur or arise.
4. Adding a new place of food business to a multi-site food control plan.

Yes – Your change is a significant amendment and you must apply to register the amended food control plan. Complete the rest of this section below.

No – Your change requires notification only. Go straight to the 'Notification statement' section.

I don't know – You can check with your verifier, or see Food Notice: Food Control Plans and National Programmes at <http://mpi.govt.nz/food-safety/food-act-2014/>, Requirements for more information.

Continued on next page...

### Office use only

Applicant NAR       •   Manager NAR       •

Bus. debtor       •   Processing officer  Receipt

### 3. Application for registration of significantly amended food control plan

Complete the following if you answered "yes" above.

Template food control plan – I have attached documentation to confirm significantly amended template food control plan (refer to question at beginning of section 3).

### 4. Change of operator details (Please print in CAPITALS)

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](http://www.companies.govt.nz))

New Zealand business number

Trading name, if different to legal name (i.e. "trading as")

### 5. Change of operator address and contact details (Please print in CAPITALS)

Postal address

Postcode

The postal address above is a private dwelling house and I wish it to be withheld from the public register.

Physical/courier address (if different to postal address)

Postcode

The physical address above is a private dwelling house and I wish it to be withheld from the public register.

### 6. Change of contact person details (Please print in CAPITALS)

The contact person details entered below will be used for communications, such as sending approval documents and renewal reminders. Contact Tararua District Council if the details change.

Mobile phone number

Other phone number

Email (By entering an email address you consent to being sent information and notifications electronically, if required.)

Title:  Mr  Mrs  Miss  Ms

Name of operator day-to-day manager

Position



## 10. Multiple address details (multi-site registrations)

Add additional pages if necessary, or attach a file (e.g. spreadsheet) to your application email with all of the information required below. Indicate if the address is an addition, a removal, or a change to existing site. Attach site plans for any new or changed sites.

Tick applicable:  Add  Remove  Change

Legal name(s) of site operator (e.g. registered company, partnership, or individual)

Tick to confirm company registration certificate is attached for any limited liability companies.

Site trading name, if different to legal name (i.e. "trading as")

New Zealand business number (where applicable)

Vehicle registration number (mobile businesses only)

Street/physical address (location of actual place)

Tick if you wish the above address to be withheld from the public register because it is a private dwelling house.

Site day-to-day manager position (e.g. Store Manager)

Tick applicable:  Add  Remove  Change

Legal name(s) of site operator (e.g. registered company, partnership, or individual)

Tick to confirm company registration certificate is attached for any limited liability companies.

Site trading name, if different to legal name (i.e. "trading as")

New Zealand business number (where applicable)

Vehicle registration number (mobile businesses only)

Street/physical address (location of actual place)

Tick if you wish the above address to be withheld from the public register because it is a private dwelling house.

Site day-to-day manager position (e.g. Store Manager)



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## 11. Surrender

I wish to surrender the registration in relation to the registration ID referred to in section 1 as at the following date:

	/		/	2	0				
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Make sure you also send a note to your nominated Recognised Verification Agency notifying them of the surrender. Complete the 'Notification statement' before you send this form to Tararua District Council.

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## 12. Voluntary suspension

I wish to suspend the registration in relation to the registration ID referred to in section 1 until the following date (*must be a minimum of three months, and a maximum of 12 months*):

	/		/	2	0				
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I wish to suspend the following operations (*tick one*):

- All operations; or
- Certain operations as described below (*or attach additional pages*):


Your suspension will be effective from the date that Tararua District Council processes your application. You will receive notification when this occurs. Tararua District Council may require you to provide further information within a specified time, or may impose conditions in respect of the suspension.

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## 13. Multi-site food control plans – applicant statement

I confirm that:

1. I am authorised to make this application on behalf of the operators listed in section 10; and
2. every operator of the food businesses covered by the Food Control Plan 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; and
3. every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

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Signature of applicant

	/		/	2	0				
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Date

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Print name

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Job title

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## 14. Notification statement

I confirm that:

1. I am authorised to make this statement as the operator, or a person with legal authority to act on behalf of the operator; and
2. the information supplied in this notification is truthful and accurate to the best of my knowledge; and
3. the operator is a resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD2(2)) of the Income Tax Act 2007.

Signature of applicant

 /  / 2 0 

Date

Print name

Job title

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## 15. Final check

Have you:

- attached documentation to confirm significantly amended food control plan, if you are applying for registration of a significantly amended food control plan?
- attached a letter from your new verification agency, if applicable?
- attached copies of company registration certificates for any new or changed limited liability companies, if applicable?
- attached a new description of your scope of operations, if applicable?
- read and signed either the Applicant or Notification Statement, whichever applies?
- included fee payment (unless surrendering)?

