

Application to register a food business with only one site

Checklist

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
- Copy of menu **or** list of food for sale.
- 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
- 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 of payment of your application fee.

Application to register a food business with only one site



Under the 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 mark your answers; and
- print clearly.

Operator details (Please print in CAPITALS)

Title (if applicable): Mr Mrs Miss Ms NAR

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

Postal address of operator

Town

Postcode

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 one (for more information about NZBN's, including how to get one, see www.business.govt.nz/companies)

Business details (Please print in CAPITALS)

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

Landline phone number

Mobile phone number

Debtor number

Email

You must provide the following 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 of business

Town

Postcode

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

Continued over page

Office use only

Date received / / 20

Receipt number

Registration number

Parcel

Business details (Please print in CAPITALS)

Physical/courier address, if different to postal address

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

Day to day manager details (Please print in CAPITALS)

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

Title: Mr Mrs Miss Ms NAR

Name of day-to-day manager of business

Position

Postal address

Town

Postcode

Contact phone number

Mobile phone number

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

Registration details

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

If you were registered before 1 March 2016, what was your registration ID number?

Verification (Please print in CAPITALS)

Who will be doing your verification?

Council

Other

Insert name of verification agency

Please attach a letter of confirmation from your verification agency.

Letter from verification agency attached

Scope of operations

Have you attached the scope of operations document for your business?

Scope of Operations attached

Applicant statement *(Please print in CAPITALS)*

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. 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
4. The operator of the food business is able to comply with the requirements of the Food Act 2014.

Name *(please print)*

Job title

Signature of applicant

 / / 2 0

Date

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 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 53 or section 83 of the Food Act 2014, whichever 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, whichever 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 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.

