

# 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](http://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](http://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](http://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](http://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

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## 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.

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## 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)

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## 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?

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## 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

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## 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.

# Scope of Operations

## Template Food Control Plans and National Programmes

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

*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>	<input type="checkbox"/> Ready to eat meals & snacks served direct to customers (to order) <input type="checkbox"/> Minimally processed fruits & vegetables processed and sold direct to customers <input type="checkbox"/> Sushi <input type="checkbox"/> Doner Meat <input type="checkbox"/> Chinese Style Roast Duck
	<b>Food Retail Sector:</b> <b>Make or prepare food</b>	<input type="checkbox"/> Raw Meat, Poultry & Seafood <input type="checkbox"/> Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold <i>(E.g. pesto, fruit salads, frozen vegetables, coleslaw)</i> <input type="checkbox"/> Baked products without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks retailed <i>(E.g. sandwiches, meat pies)</i> <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Shelf-stable products

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

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

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

<b>National Programme Level 2</b>	<b>SECTOR</b>	<b>PRODUCT(S)</b>
	<b>Preschool food service (Early Childhood centre)</b>	<input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Infant formula
	<b>Bake only bread and bread products</b>	<input type="checkbox"/> Breads
	<b>Manufacture/Make confectionary</b>	<input type="checkbox"/> Chocolate & cocoa products <input type="checkbox"/> Sugar confectionary
	<b>Manufacture/make crisps, popcorn, pretzels or similar snack products</b>	<input type="checkbox"/> Crisps & chips <input type="checkbox"/> Snack products <i>(E.g. Popped popcorn, puffed rice)</i>
	<b>Manufacture/Make shelf-stable grain products eg. Cereals, baked products</b>	<input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Breakfast cereals <input type="checkbox"/> Pasta <i>(dried pasta)</i>
	<b>Manufacture/Make shelf water based products</b>	<input type="checkbox"/> Ice <input type="checkbox"/> Water based desserts
	<b>Manufacture/Make dried or dehydrated fruit or vegetables</b>	<input type="checkbox"/> Processed fruits & vegetables <i>(E.g. Fruit leather, dried fruits)</i> <input type="checkbox"/> Dried fruit & nut mixes
	<b>Manufacture/make frozen fruit or vegetables</b>	<input type="checkbox"/> Processed fruit & Vegetables
	<b>Manufacture/Make shelf-stable condiments</b>	<input type="checkbox"/> Processed fruit & vegetables <i>(E.g. jams, chutneys etc)</i> <input type="checkbox"/> Fermented fruit & vegetable products <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Sauces, soups, dressings & toppings <input type="checkbox"/> Fermented sauces <input type="checkbox"/> Nut & Seed products <i>(E.g. Peanut butter, bean paste)</i>
	<b>Process nuts, seeds and/or coffee</b>	<input type="checkbox"/> Nuts & seeds <i>(E.g. Roasted peanuts, spiced cashews)</i> <input type="checkbox"/> Coffee bean products <i>(E.g. coffee roasters)</i> <input type="checkbox"/> Nut & seed products <i>(E.g. Nut or seed flour)</i> <input type="checkbox"/> Dried fruit & nut mixes
	<b>Retail manufactured packaged chilled and/or frozen food</b>	<input type="checkbox"/> Eggs <input type="checkbox"/> Raw meat, poultry & seafood <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Dairy products <input type="checkbox"/> Processed fruit & vegetables <input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Sauces, Soups, Dressings, Toppings



**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>	<input type="checkbox"/> Honey
	<b>Horticultural production and packing operations</b>	<input type="checkbox"/> Minimally processed fruits & vegetables <input type="checkbox"/> Herbs & Spices <input type="checkbox"/> Nuts & seeds <input type="checkbox"/> Mushrooms
	<b>Manufacturer of sugar related products</b>	<input type="checkbox"/> Sugar <input type="checkbox"/> Sugar products <i>(E.g. Golden syrup)</i>
	<b>Retailers of hot beverages and/or shelf stable manufacture packaged foods</b>	<input type="checkbox"/> Hot beverages <input type="checkbox"/> Packaged Food (Shelf stable products)
	<b>Retailers of manufacture packaged ice cream/ice confectionary (In manufacturer's packaging)</b>	<input type="checkbox"/> Ice cream <input type="checkbox"/> Iced confectionary
	<b>Transporters or distributors of food products</b>	<input type="checkbox"/> Frozen food <input type="checkbox"/> Chilled food <input type="checkbox"/> Shelf stable products <input type="checkbox"/> Bulk food <input type="checkbox"/> Hot Food