

# Application for change to registration information of food business subject to a national programme

under Food Act 2014



## Information Sheet and Checklist

### When to use this form

- This form must be used when notifying Tararua District Council of one of the following:
  - A significant change in circumstances of a registered food business subject to a national programme under section 81 of the Food Act 2014; or
  - A voluntary suspension of a registered food business subject to a national programme under section 92 of the Food Act 2014; or
  - A surrender of registration of a food business subject to a national programme under section 98 of the Food Act 2014.
- 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.

### 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/register-and-lists/>.
- If the change relates to your scope of operations, a description of your business scope of operations. Find more information by visiting <https://www.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 here: <https://www.mpi.govt.nz/food-safety/food-act-2014/register-and-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 changing, adding, or removing addresses where food is handled, you need to make sure you have the address information on hand. A spreadsheet of the sites' information attached to your application is acceptable.
- The application fee.



---

## 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.



---

#### 4. 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.

---

#### 5. 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.

0		-	
---	--	---	--

Mobile phone number

0		-	
---	--	---	--

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

---

#### 6. Change of verification agency (Please print in CAPITALS)

Tararua District Council may contact your verification agency directly to clarify any issues related to your registration.


Name of new verification agency(ies)

I have attached a copy of the letter confirming my nominated verification agency(ies) will provide verification services for my registration.



---

## 9. 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
--	---	--	---	---	---

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.

---

## 11. 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
--	---	--	---	---	---

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.

---

## 14. Applicant 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 belief; and
3. the operator 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.

--

Signature of applicant

	/		/	2	0
--	---	--	---	---	---

Date

--

Print name

--

Job title

---

## 15. Final check

Have you:

- attached a letter from your new verification agency, if applicable?
- attached copy of company registration certificate for your limited liability company, if applicable?
- attached a new description of your scope of operations, if applicable?
- read and signed the Applicant Statement?
- included fee payment (unless surrendering)?