

Application for registration under Food Act 2014

29 Bowler Avenue, Gore 9710
PO Box 8, Gore 9740

Phone 03 209 0330
Email info@goredc.govt.nz
www.goredc.govt.nz

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

- The completed scope of operations document – go to <http://mpi.govt.nz/food-safety/food-act-2014/forms-and-templates>
- 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
- You need to make sure you can confirm that the operator of the food businesses 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.
- 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 *Licence Number: 1*.
- Details of payment of your application fee.

If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.

Office use only

Date stamp	Business name:	Licence No. GDC
	<input type="checkbox"/> Loaded into Authority	TRIM Ref:
	<input type="checkbox"/> Loaded into MAPS	Fee: Cash / Chq / Credit / DD / Eft
		\$140 <input type="checkbox"/> Receipt No.

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 MPI, PO Box 2526, Wellington 6140; 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 Ministry for Primary Industries 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 Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

1. What type of registration are you applying for?

- Single site Multi-site (also need to complete and attach form 17/561)

Risk Based Measure (RMB):

- Simply Safe and Suitable Template Food Control Plan
 National Programme 3
 National Programme 2
 National Programme 1

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

2. Who is the operator of the food business?

Legal Name of Operator:

- registered company partnership individual

- 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):

or Same as legal name above

3. Operator Address and Premise 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:

Town:

Post code:

- This address is a private dwelling house and I wish it to be withheld from the public register.

Physical Address of Premises:

If different from postal address

Town:

Post code:

- This address is a private dwelling house and I wish it to be withheld from the public register.

4. 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.

Name:

Position held:

Mobile:

Daytime Phone:

Email:

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

5. All applicants to complete

Opening date (if new business): _____ or existing business

Trading hours: _____

Name of day-to-day manager: _____

Position held: _____

6. Who will be doing your verification? Council Other

If other, insert name of verification agency: _____

I have attached a confirming letter from my verification agency: Yes

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

7. 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
-----------	------

Payment Details:

Payments can be made by cash, cheque or eftpos to the **Gore District Council, 29 Bowler Avenue, Gore 9710** or electronically to **03 0915 0289519 00**. Please use reference **FCP** followed by the **name of your business** (ie. **FCP Bob's Burgers**)

Fees:

The application for a new registration is \$140.

NOTE: Verification fees are charged separately.

Final check before sending your application to the Gore District Council

Have you:

- filled this form in completely and legibly? Yes
- completed and attached the Scope of Operations document? Yes
- attached a letter from your verified if that is not Council? Yes NA
- attached copies of company register certificates if you have a registered limited liability company? Yes NA
- read and signed the applicant statement? Yes
- attached or made payment for this application? Yes