

## Application for registration under Food Act 2014

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

- If you are applying for a National Programme (NP) registration, you may choose your verifier. You will need a confirming letter from your verifier to attach to this application. A list of recognised verification agencies can be found on the New Zealand Food Safety (NZFS) website, under 'registers and lists'. The law requires that Council verify businesses registered under an NZFS template food control plan, unless the business chooses to operate the food control plan in more than one council district and/or predominantly wholesale their food.
- If any of the businesses covered in this application are a registered limited liability company, a copy of the company registration certificate. See [www.companies.govt.nz](http://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.
- Fees: Businesses registered under the Food Act 2014 are subject to registration fees and verification fees.

See <https://www.timaru.govt.nz/services/consents-licences-and-registrations/food/running-a-food-business> for registration and council verification fees or scan this QR code:



**Note: your application will not be approved until payment is received. Your invoice will be sent to you via email. Fees are GST inclusive.**

### What type of registration are you applying for?

NZFS template food control plan: Food Service & Retail

NP 3

NP 2

NP 1

Use the 'My Food Rules' tool on the NZFS website if you are unsure of what registration to apply for: <https://www.mpi.govt.nz/food-business/food-safety-rules/> Or scan this QR code: Alternatively, contact the council's food team for assistance.



<b>Proposed start date (the date you will start selling food):</b>	
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## Who is the operator?

(Hint: This section is for the owner or person in control of the food business. If you are applying for an NP registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan and the Appendix is for the other businesses and addresses.)

<b>Legal Name(s) of Operator (e.g. registered company, partnership or individual):</b>	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)		
<b>NZ Business Number</b>	If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see <a href="https://www.business.govt.nz/companies">https://www.business.govt.nz/companies</a>		
<b>Trading Name, if any (i.e. 'Trading As'):</b>	<input type="checkbox"/> Same as legal name above		
<b>Operator Address and Contact Details</b>			
You must provide this 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.			
<b>Postal Address</b>		<b>Physical / Courier Address (if different to Postal Address)</b>	
<b>Address:</b>		<b>Address:</b>	
		And legal description (if known)	
<b>Town/City:</b>		<b>Town/City:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Country:</b>		<b>Country:</b>	
<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.		<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.	
<b>Contact Person Details</b>			
The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact the council if the details change.			
<b>Mobile.</b>		<b>Other telephone.</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		
<b>Operator day-to-day manager name and position</b>	<b>Name:</b>		
	<b>Position:</b>		


## Complete this page if you have more than one food site

Businesses with sites based in different district areas will need to register the multi-site with NZFS

<b>Details for other addresses</b>					
<i>(Hint: Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.)</i>					
<b>Legal name(s) of site operator (e.g. registered company, partnership or individual)</b> (This is for template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)	<b>NZ Business Number</b> (where applicable)	<b>Site trading name, if any (i.e. 'Trading As'):</b>	<b>Street/Physical Address (location of actual place)</b> (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	<b>Vehicle Registration numbers (mobile businesses only)</b>	<b>Site day-to-day manager position</b>
E.g. ABC Foods Limited <input checked="" type="checkbox"/>		E.g. Yummy CakesRUs, Wellington Store	E.g. 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/>		E.g. Store Manager
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

## Who will be doing your verification?

<b>Council</b>	<input type="checkbox"/>
<b>Other – insert name of verification agency</b>	<input type="checkbox"/> I have attached a confirming letter from my verification agency. To search for recognised agencies see link below or scan the QR code: <a href="https://mpi.my.site.com/PublicRegisterRecognitions/s/">https://mpi.my.site.com/PublicRegisterRecognitions/s/</a>



## Applicant Statement

<b>I confirm that:</b> 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 <b>I also confirm that</b> 3) I am authorised to make this application on behalf of the operators listed in section 3; and 4) 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 YD 2(2)) of the Income Tax Act 2007; and 5) Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.			
<b>I confirm the above is true (If handwritten please sign)</b>		<b>Date</b>	
<b>Name</b>			
<b>Job Title</b>			

## Final Check before sending your application

Have you: <input type="checkbox"/> filled this form in completely and legibly? <input type="checkbox"/> attached completed the scope of operations document? <input type="checkbox"/> attached a letter from your verifier (if that won't be an inspector from your local Council)? <input type="checkbox"/> attached copies of company registration certificates if you have a registered limited liability company? <input type="checkbox"/> read and signed the Applicant Statement?	
<b>Please send your application to</b>	
Timaru District Council – Food Team  foodadmin@timdc.govt.nz	2 King George Place PO Box 522 Timaru, 7940

## 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 the Ministry for Primary Industries, 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.

# SCOPE OF OPERATIONS

## SIMPLY SAFE & SUITABLE TEMPLATE FOOD CONTROL PLAN BUSINESSES

### What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

### Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

### What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.



# Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

**Caterer**

Provides food, supplies and services for a social occasion or function or within an education or other facility.

**Eat-in premises**

Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.

**Export**

**Home delivery**

Examples: Pizza delivery, meals-on-wheels and grocery delivery.

**Import**

Either as a registered food importer or through an agent who is a registered importer.

**Internet**

On-line selling of food products.

**Market**

Example: Stall at farmers' or other market.

**Mobile**

Example: Food truck.

**On-licence**

Eat-in premises that sell alcohol for consumption at the same location.

**Retail**

Examples: Supermarket, dairy or other premises selling direct to the consumer.

**Storage provider**

Examples: Cold stores and warehouses.

**Takeaway**

Ready-to-eat meals sold for immediate consumption at another location.

**Transport provider**

Ambient or temperature-controlled transport.

**Wholesale**

Premises selling to other businesses.

# Processes

What processes do you use in your food business?

## Acidification

Using acid (low pH) to preserve food products.  
Examples: Mayonnaise, pickles and shelf stable condiments.

## Fermentation

Using micro-organisms to make or preserve food products. Examples: Kimchee, sauerkraut, pickles.

## Handling chilled RTE products

Handling chilled ready-to-eat (RTE) products with a shelf-life of more than 5 days. Example: Sliced cooked ham.

## Holding at serving temperature

Holding at serving temperature in a pie warmer or bain-marie.

## Reheating

Reheating a food that has been previously cooked for immediate consumption. Examples: Reheating a frozen cooked ready-to-eat meal.

## Slow or low temperature cooking

Examples: Sous vide, hangi, umu and smoking.

## None of the above

None of the above processes are used.

# Food Service

Serve/sell food directly to customers to be eaten straight away.

Do you produce food to be served or sold directly to customers?

2

## Ready-to-eat meals & snacks

10 Examples: Restaurant meal, catered food, takeaway, sandwiches, pie, filled roll, smoothies, milkshake and fresh juice. If you are doing any of the other foods below, also tick them.

## Chinese style roast duck

50

## Doner meat

40 Meals or snacks made using doner meat.  
Examples: Kebab and wrap.

## Minimally processed fruits and vegetables

20 Example: Washed apples.

## Sushi

30 Sushi rolls and sashimi.

**Note:** If you've ticked one of the options above and all of the food that you sell is *intended to be eaten straight away*, you don't need to complete the rest of this form.



# Operations

Tick all the activities your business does, and the products you work with.

Do you:

## Sell products that you prepare and / or make?

1

**Baked products (without filling or icing)**

70

**Baked products, with filling or icing**

80

**Dairy products**

40

**Eggs**

10

**Infant formula**

110

Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

**Minimally processed fruits & vegetables**

50

Examples: Washed apple and trimmed beetroot.

**Processed fruits & vegetables**

60

**Processed meat, poultry & seafood products**

30

**Raw meat, poultry & seafood**

20

**Ready-to-eat meals & snacks**

90

**Sauces, soups, dressings & toppings**

100

**Shelf-stable products**

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

## Sell products made by others?

18

**Baked products (without filling or icing)**

70

**Baked products, with filling or icing**

80

**Dairy products**

40

Example: Scooping ice cream.

**Eggs**

10

**Infant formula**

110

Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

**Minimally processed fruits & vegetables**

50

Examples: Washed apple and trimmed beetroot.

**Processed fruits & vegetables**

60

**Processed meat, poultry & seafood products**

30

**Raw meat, poultry & seafood**

20

**Ready-to-eat meals & snacks**

90

**Sauces, soups, dressings & toppings**

100

**Shelf-stable products**

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

## Do you:

### Provide food to pre-school children?

<sup>22</sup> For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo).

#### Infant formula

20

#### Ready-to-eat meals & snacks

10

### Bake bread and bread products?

<sup>21\_010</sup> You should select this section if you bake bread and bread products only.

**Note:** *If you have ticked any of the **Purple** activities above (i.e. not including the Trading Operations and Processes sections) you can skip the remaining **Green** questions.*

### Sell hot beverages and / or shelf-stable pre-packed food?

<sup>35</sup> Food which does not require chilling or freezing.

#### Hot beverage

10 Examples: Coffee, tea and cocoa.

#### Packaged food (shelf-stable products)

20 In manufacturers' packaging.

### Sell ice cream and iced confectionery?

<sup>36</sup> (In manufacturers' packaging).

#### Ice Cream

10

#### Iced confectionery

20 Examples: Ice blocks, frozen yoghurt