

# Application for Registration of Food Business

*Section 53 & 83 Food Act 2014*

This form is to register a business that will operate under a template 'Food Control Plan' for Food Service or Food Retail, or a National Programme Level 3, 2 or 1.

Before applying for registration you should have confirmed which type of registration your business needs by using the Ministry Primary Industries tool 'My Food Rules?' available on their website [www.mpi.govt.nz](http://www.mpi.govt.nz)

To register a Food Control Plan you need to have completed the pages that are relevant to you. You should also have started keeping the food diary. See <http://www.tasman.govt.nz> for details on how to download or purchase a FCP and a Food Diary.

## Is this application for a new premises, an existing business, or a new operator taking over a food business?

<input type="checkbox"/> <b>New business:</b>	Date you wish to start trading:
<input type="checkbox"/> <b>New operator taking over a business:</b>	Date you will take over :  Existing business name and certificate number:

## What type of registration are you applying for?

<b>Food Control Plan</b>	<input type="checkbox"/> Template Food Control Plan
<b>National Programme</b>	<input type="checkbox"/> National Programme Level 3 <input type="checkbox"/> National Programme Level 2 <input type="checkbox"/> National Programme Level 1

## Who is the operator of the food business?

<b>Legal Name of Operator (e.g. registered company, partnership or individuals name):</b>	<input type="checkbox"/> If registered company please attach a copy of the company extract from the New Zealand Companies office ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> )
<b>Trading Name (i.e. 'Trading As'):</b>	

<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>Business Address and Contact Details</b>			
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.			
<b>Business Location:</b>			
<b>Address of business or base location for mobile vehicles &amp; stalls:</b>	<input type="checkbox"/> This address is a private dwelling-house and I wish it to be withheld from the public register.		
<b>Other business locations:</b>	Any other business locations or storage locations associated with the business:		
<b>Telephone:</b>		<b>Fax:</b>	
<b>Website:</b>			
<b>Email:</b>			
<b>Food stall trading locations:</b>	If your business is a food stall where do you wish to trade:	<b>Mobile vehicle registration number:</b>	If your business is a mobile food van what is the registration number:
<b>Postal Address:</b> Where do you want your certificates and letters sent			
<b>Postal Address</b>	<input type="checkbox"/> This address is a private dwelling-house 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 arranging audits. Contact TDC if the details change.			
<b>Name</b>		<b>Position</b>	
<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>Day-to-day manager of food business (if different from contact person)</b>	<b>Name:</b>		
	<b>Position:</b>		

## What type of business will you operate?

**Business description – Provide a description of the main activities your business will do? E.g. Sell takeaway food, run a restaurant, have a van at the markets, making or growing products to sell to other businesses (wholesale)**

## What type of food will your business make and/or sell?

**Types of Food - List the types of food you will make and or sell. E.g hamburgers, pies, alcohol, sushi, fresh juices, herb & spice mix**

## Who will be doing your verification (audit)?

<input type="checkbox"/> <b>Tasman District Council</b>	Tasman District Council can only be your verifier (auditor) if you are registering a template Food Control Plan and you will trade only in the Tasman district.  Verification Audits will be charged at an hourly rate in addition to the registration fee. Tick here to acknowledge acceptance of TDC as verifier.
<input type="checkbox"/> <b>Private Verification Company</b>	Name of Verification Company: <hr/> You will need a private verifier if your business operates under a National Programme or if you also trade outside of the Tasman district, eg. Nelson market, Isel Park market.  You will need to choose your own verifier and obtain a letter from them confirming that they will verify your business. A list of recognised verifiers can be found on the MPI website <a href="http://www.mpi.govt.nz">www.mpi.govt.nz</a> under 'registers and lists'.

## What happens next?

### Once you have submitted your application:

- Your application will be assessed and an Environmental Health Officer (EHO) may contact you to confirm details. A Registration certificate will then be issued to you. You **cannot start trading** until you have received your Registration certificate.
- A verification by an EHO or your private verifier must be completed within **6 weeks** of your business starting to trade. You will need to contact either Tasman District Council Environmental Health on 03 543 8400 or your verifier to arrange this verification (audit).
- If this verification is not done within the required timeframe your registration may be cancelled and you could be ordered to cease trading.

## Attachments

### Attach the following:

- Floor plan of the premises you want to register – you can send a copy of page MGMT 2.2 from your FCP or draw a floor plan of your premises.
- If registered company please attach a copy of the Company Extract from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))
- Letter from your verification agency confirming they will verify your business if you are operating under a National Programme or trade outside of the Tasman district.
- Scope of Operations form for your business – you can use the attached or download this form from the MPI website at [www.mpi.govt.nz](http://www.mpi.govt.nz) and either print it or email it to us at [regulatory.admin@tasman.govt.nz](mailto:regulatory.admin@tasman.govt.nz)

## 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) 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.

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## Payment details

### Payment Options:

#### **Fee for registration of a Food Control Plan:**

First Registration of a FCP is \$236

Renewal of a FCP is \$95

#### **Fee for registration of a National Programme:**

First Registration of a NP is \$142

Renewal of a NP is \$95

#### **You can pay in these ways:**

- Internet banking to ASB 12-3193-0002048-03 using reference of Food and your business name or current certificate number
- By cheque accompanying this form, made payable to Tasman District Council
- By cash, cheque or card at any Council Office (credit card payments will incur a fee)

## Collection of Information

### **Collection of 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 Tasman District Council, 189 Queen Street, Private Bag 4, Richmond 7050 and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 53 & 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 section 53; and
- The supply of this information is voluntary; but
- 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 84 and 87 of the Food Act 2014,; 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 Tasman 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, the Tasman 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 – Condensed form

Premises Name: \_\_\_\_\_

### All businesses must complete this section

#### 1. Trading Operations – how you source and supply your products/services

- Caterer                       Eat-in Premises                       Export                       Home Delivery  
 Import  Internet                       Market                       Mobile                       Retail  On-  
licence  Storage provider                       Takeaway                       Transport Provider                       Wholesale

#### 2. What processes do you use in your food business?

- Acidification                       Aseptic processing/packaging                       Canning/retorting                       Concentration                       Drying  
 Fermentation                       Handling chilled RTE products  High-pressure cooking  Holding at serving temperature  
 Irradiation                       Novel or unique process  Pasteurisation (with heat)  Processing chilled RTE products  
 Reheating                       Slow or low temperature cooking                       None of the above

### Retail – Sell food or drink to customers in a retail store or shop

#### 1. Sell only hot beverages and shelf-stable pre-packed food

- Hot beverage                       Packaged food (shelf stable products)

#### 2. Sell only ice cream and iced confectionary

- Iced Confectionary                       Ice Cream

#### 3. Sell only manufacturer packaged chilled or frozen food

- Baked products (without filling or icing)                       Baked products, with filling or icing                       Dairy Products  
 Eggs                       Processed meat, poultry & seafood products                       Processed fruits & vegetables  
 Raw meat, poultry & seafood                       RTE meals & snacks                       Sauces, soups, dressings & toppings

#### 4. Sell products made by others

- Baked products (without filling or icing)                       Baked products, with filling or icing                       Dairy Products  Eggs  
 Infant formula  Minimally processed fruits & vegetables  Processed fruits & vegetables  
 Processed meat, poultry & seafood products  Raw meat, poultry & seafood  RTE meals & snacks  
 Sauces, soups, dressings & toppings  Shelf stable Products  Ice Cream

#### 5. Sell products that you prepare and/or make

- Baked products (without filling or icing)  Baked products, with filling or icing  Dairy Products  Eggs  
 Infant formula  Minimally processed fruits & vegetables  Processed fruits & vegetables  
 Processed meat, poultry & seafood                       Raw meat, poultry & seafood  RTE meals & snacks  
 Sauces, soups, dressings & toppings                       Shelf-stable products

### Serve/Sell food directly to customers to be eaten straight away

#### 1. What types of food does your food service produce?

- RTE meals & snacks                       Chinese style roast duck                       Doner meat  Minimally processed fruit & veges  
 Sushi

***Note: If all the food you make is served directly to customers you don't need to complete the rest of this form.***

## Manufacture, bake or process food

### 1. Bake and Wholesale products

- Baked products (without filling or icing)  Baked products, with filling or icing  Breads  RTE meals & snacks

### 2. Bake only bread and bread products Breads

### 3. Manufacture/make commercially sterilized food products

- Dairy Products  Fruit & vegetable products  Processed fruit & vegetables  Processed meat, poultry & seafood
- Sauces, soup, dressings & toppings

### 4. Manufacture/Make confectionary

- Chocolate & cocoa products  Sugar confectionary

### 5. Manufacture/Make crisps, popcorn, pretzels or similar snack products

- Crisps & chips  Snack products

### 6. Manufacture/Make dairy products

- Blended and/or encapsulated dairy products  Butter products  Cheese  Condensed & evaporated milk  Cream products  Dairy desserts  Dried dairy products  Fermented or renneted dairy products  Ice Cream  Liquid Milk  Raw milk dairy products

### 7. Manufacture/Make dried or dehydrated fruit or vegetables

- Dried fruit & nut mixes  Processed fruits & vegetables

### 8. Manufacture/Make dry mix products

- Dried mixes containing animal products  Dried mixes not containing animal products

### 9. Manufacture/Make food for vulnerable populations

- Formula meals & supplementary foods  Foods for infants  Infant formula  RTE meals & snacks

### 10. Manufacture/Make food additives, processing aids, vitamins, minerals, or other nutrients for adding to food

- Food additives  Processing aids  Vitamins & minerals  Yeast & yeast products

### 11. Manufacture/Make fresh ready-to-eat salads

- Fruit & vegetable salads  Salads containing grains or animal products

### 12. Manufacture/Make frozen fruit or vegetables

- Processed fruits & vegetables

### 13. Manufacture/Make meals and prepared foods

- Desserts  Pasta  Processed fruits & vegetables  RTE meals & snacks

### 14. Manufacture/Make meat, poultry or fish products

- Other animal products  Processed meat, poultry & seafood products  Raw meat, poultry & seafood

### 15. Manufacture/Make non-alcoholic beverages

- Formulated drinks  Fruit & vegetable juice  Soft drinks  Water

### 16. Manufacture/Make oils or fats for food

- Animal fats  Edible oils  Margarine & table spreads

### 17. Manufacture/make/processes egg products

- Dried egg products  Frozen egg products  Liquid egg products  Processed eggs

### 18. Manufacture/Make sauces, spreads, dips, soups, broths, gravies or dressings that are not shelf-stable

- Fermented fruit & vegetable products  Processed fruits & vegetables  Sauces,  Processed meat, poultry & seafood soups, dressings & toppings

### 19. Manufacture/Make shelf-stable condiments

- Fermented fruit & vegetable products  Fermented sauces  Nut & seed products
- Processed fruits & vegetables  Processed meat, poultry & seafood products  Sauces, soups, dressings & toppings

### 20. Manufacture/Make shelf stable grain-based products

- Baked products (without filling or icing)  Baked products, with filling or icing  Breakfast cereals  Pasta

### 21. Manufacture/Make sugar or related products

- Sugar  Sugar products

### 22. Manufacture/Make vegetables proteins or other proteins

- Fermented fruit & vegetable products  Non-fermented vegetable protein products  Yeast & Yeast products

**23. Manufacture/Make vinegar, alcoholic beverages or malt extract**

- Alcoholic Beverages – Other
- Beer
- Processed cereal & meal products
- Spirits & liqueurs
- Wine & Wine products
- Vinegar

**24. Manufacture/Make water based products**

- Ice
- Water-based desserts

**25. Processes of herbs or spices**

- Herbs & spices
- Salt

**26. Process grain**

- Processed cereal & meal products
- Whole grains

**27. Process nuts, seeds and/or coffee**

- Coffee bean products
- Dried fruit & nut mixes
- Nut & see products
- Nuts & seeds

**Grow and/or pack fresh fruit or vegetables**

**1. What types of food does your business grow and/or pack?**

- Herbs & spices
- Min. processed fruits & vegetables
- Mushrooms
- Nuts & seeds
- Sprouts & microgreens

**Transport and distribute or warehouse food**

**1. What type of food does your business transport and distribute or store in a warehouse?**

- Bulk food
- Chilled food
- Frozen food
- Shelf-stable food

**Provides food to pre-school children**

**1. What type of food does your business provide to pre-school children?**

- Infant formula
- RTE meals & snacks