

# Change of Details or Significant Amendments to your Food Business

*Section 51 & 81 Food Act 2014*

This form is to notify us of any changes in details or significant amendments to your food business, for example a change of premises, trading name, or the scope of your operation.

If you are a new operator of a business and make changes to the types of food sold or staff changes, or the old operator takes their Food Control Plan with them, then a **New** registration application is required. Use the Application to Register a Food Business form for that. It is available on our website.

If the changes mean that a new certificate needs to be issued, there is a charge of \$140.00. If the changes are minor such as a new phone number or email address there is no charge.

If you are changing the scope of your operation by making or selling different types of food, this may result in your operation being a different level of National Programme or requiring a Food Control Plan. You should check the 'Where do I fit?' tool available on the Ministry Primary Industries website [www.mpi.govt.nz](http://www.mpi.govt.nz)

Examples of Significant Amendments:	Examples of Changes in Details:
<ul style="list-style-type: none"> <li>Changing location or adding new premises to a multi-site registration</li> <li>Changes to scope of operation that are outside your current scope on certificate</li> <li>Major alterations to facilities or equipment</li> <li>Changing the business structure where this impacts on the overall operation</li> </ul>	<ul style="list-style-type: none"> <li>Change of owner if the rest of the business stays the same e.g. new franchise operator</li> <li>Minor changes to processes that are still covered in the plan e.g. cooking chicken</li> <li>Change of verification agency</li> <li>Change in your contact details e.g. email, phone, PO Box</li> <li>Minor changes to products, processes or plan</li> </ul>

## Business this relates to:

<b>Name of Food Business</b>		<b>Certificate number:</b> Eg TMD00...	
<b>Address of Food Business</b>			

## Please provide your contact information:

Contact Person Details			
Provide the contact details of the person informing us of these changes:			
<b>Name</b>		<b>Position</b>	
<b>Phone</b>		<b>Alternative telephone</b>	
<b>Email</b>			

**Significant Amendments:**

<p><b>What is the amendment to your business:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Changing location or adding new premises to a registration</li> <li><input type="checkbox"/> Changes to scope of operation that are outside your current type of registration e.g. changing National Programme Levels or to a Food Control Plan</li> <li><input type="checkbox"/> Major alterations to facilities or equipment</li> <li><input type="checkbox"/> Changing the business structure where this impacts on the overall operation</li> <li><input type="checkbox"/> Other significant amendment</li> </ul>
<p><b>Provide the details of the amendment:</b></p>	

**Changes in Details:**

<p><b>What details are you changing:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Change of owner if the rest of the business stays the same e.g. new franchise operator using the same systems</li> <li><input type="checkbox"/> Minor changes to products or processes that are still covered in the plan e.g. cooking chicken, sous vide</li> <li><input type="checkbox"/> Change of verification agency</li> <li><input type="checkbox"/> Change in your contact details e.g. email, phone, postal address</li> <li><input type="checkbox"/> Minor changes to products, processes or plan</li> </ul>
<p><b>Provide the details of the changes:</b></p>	

## Changes to the scope or type of registration?

The type of registration you currently have and the scope of operation is listed on your certificate eg. Food Service: Ready to Eat Food, or National Programme Level 2: Bakeries bread products only.

If you want to change the scope of operation, please complete a new Scope of Operation form including all the new activities, and identify which category you will now fit under:

<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

## 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>	

## Attachments

**Attach the following:**

- Attach a copy of the floor plan of the premises if you are making significant amendment to where you operate from. You can send an updated copy of page MGMT 2.2 from your FCP or draw a floor plan of your premises.
- Attach a copy of a letter from your verification agency if you are changing agencies.
- Attach a copy of the scope of operations form if you are changing your scope – you can download and complete 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)

## Payment details

### Payment Options:

#### **There is a fee for amendment of a Food Control Plan or National Programme:**

Significant Amendment or New certificate required for different owner: \$140.00

Change of contact details e.g. email, postal address where no new certificate required: Free of charge

#### **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 cash or card at any Council Office (credit card payments will incur a fee)

## What happens next?

### Once you have submitted your notification:

If you are making a significant amendment or need a new certificate it will be sent out to you in the post.

If you have notified us of a significant amendment, this may require a verification within 1 month. This will be included as a condition on your certificate.

### 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 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 51 & 81 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: \_\_\_\_\_

## Card 1 – All businesses must complete this card

### 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

## Card 2 – 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

## Card 3 – 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

## Card 4 – 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
- Processed meat, poultry & seafood
- Sauces, 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

## Card 5 – 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

## Card 6 – 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

## Card 7 – Provides food to pre-school children

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

- Infant formula
- RTE meals & snacks