Application for registration under Food Act 2014

te kaunihera ā-rohe o matamata-piako district council

A food business with only one site

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

- The completed scope of operations document. Find this at www.mpi.govt.nz
- If you are choosing your own 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 WEBB-12345.*
- **The following fees should be paid on submission of the application:**

Application fee	**$280.00**
Food Business Levy payable under the Food (Fees, Charges, and Levies) Regulations 2015	**$99.19**
Food Business Administration fee payable under the Food (Fees, Charges and Levies) Regulations 2015	**$12.65**
Deposit of Food Plan OR National Programme Verification Audit	**$250.00**
TOTAL	**$641.84**
Please note you will be liable for actual Verification Audit charges and this will be invoiced at the close of the process	

Registration details

☐ MPI template food control plan: Food Service, Care Safe and Specialist Retail
☐ NP 3
☐ NP 2
☐ NP 1

You will know which type of registration after you have completed the scope of operations document.

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

_____

Operator details

Legal Name(s) of Operator (e.g. registered company, partnership or individual):

_____

☐ I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)

Trading Name, if any (i.e. 'Trading As'):_____

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

NZ business number: _____

Is this Business:
☐ New
☐ Existing
☐ Transitioning

How many Sites:
☐ Single
☐ Multiple – How many_____

Premises address and contact 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.

Name:_____
Postal address:_____

_____

Town:_____ Postcode:_____

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

Physical address (where is business located):_____

_____

Town:_____ Postcode:_____

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

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. Contact MPI if the details change.

Name:_____
Postal Address_____
Town:_____Postcode:_____
Physical Address_____
Town:_____Postcode:_____
Mobile:_____ Other telephone number:_____
Email:_____.

Day-to-day operator details

Name:_____
Position:_____

Verification

Who will be doing your verification?
☐ Council ***(Please refer to terms & conditions attached to application form)***
☐ Other, please specify: _____
☐ I have attached confirmation of the above verification agency.

Scope of operations

☐ I have attached the scope of operations document for the business

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 & Contact details

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If Paying by Internet Banking please use the following details:

Account Name: Matamata-Piako District Council
Bank: Bank of New Zealand
Branch: Te Aroha
Bank Account No: 02 0436 0021611 00
Payee Name: < your name >
Reference: Food Plan

Pay at one of our three offices:

35 Kenrick Street, Te Aroha
56-62 Canada Street, Morrinsville
Cnr Tainui and Tui Streets, Matamata

Final Check before sending your application to Matamata Piako District Council

Have you:

- ☐ Filled this form in completely and legibly?
- ☐ Attached completed the scope of operations document?
- ☐ Attached a letter from your verifier if that isn't Council?
- ☐ Attached copies of company registration certificates if you have a registered limited liability company?
- ☐ Read and signed the Applicant Statement?
- ☐ Included the following payments?

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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
- The recipient of this information, which is the agency that will collect and hold the information, is MPI, PO Box 2526, Wellington 6140
- Some of the information collected will be displayed on a public register
- 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
- The supply of this information is voluntary
- 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

Terms and Conditions

1. Confidentiality Statement

All information obtained during the verification assessment will remain confidential to your company and Matamata-Piako District Council. No information will be released to any other party except with your express permission in writing or where necessary to meet regulatory requirements.

2. Assessment Processes and Findings Definitions

This verification is carried out to assess the status of your food safety management systems against Food Act 2014, Food Regulations 2015 and Food Standard Code. The verification was carried out, in accordance with MPI recognised management system auditing practices against the scope stated in the report.

The verifier may have reported findings verbally, in comments to guides or in a closing meeting.

The findings are identified as either;

- Performing — No non-conformances or Recommendations
- Conforming — Recommendations only
- Non-conforming — Non-conformances and recommandations
- Non-complying — Non-compliances
- Critical Non-compliances

Non-conforming and non-complying results are elements where action is required before registration to Food Act 2014 can be offered or continued, or for recommendation of conditions to be given to registration authority for registration purposes. A timeframe for addressing non-conforming and non-complying results will be agreed during the verification and is shown in the verification report.

Actions relating to Observations are not mandatory but you are urged to consider in the interest of good management practice.

The verifier will review the supplied evidence to determine whether the Corrective Action taken has been effectively implemented. Upon completion of the review, the verifier will either accept the corrective action taken or clear the non-compliance or request that the client provide an additional or revised response or objective evidence in order to clear the non-compliance. Comments shall be added to the verification

report. The verifier will record the date, method used and documents reviewed to verify effectiveness.

Non-compliance closure
Upon completion of all non-compliances, the corrective Action completed section of the verification report to be signed off by the verifier.

Verification decision

Acceptable outcome

- Means the outcome assigned under regulation 105(2).
- The operator demonstrated a satisfactory level of compliance with the applicable requirements of the Act.
- The risk based measure is applicable to the operations of the food business.
- The risk based measure is effective.
- There has not been any non-compliance issue that would result in an unacceptable outcome for the verification.

Unacceptable outcome

- Means the outcome assigned under regulation 105(4).
- There is, or has been, non-compliance by the operator with an applicable requirement of the Act that is likely to result in food being unsafe or unsuitable.
- The risk-based measure is not applicable to the operations of the food business.
- The risk-based measure is not effective.
- The operator's verification process has failed repeatedly to identify deficiencies that affect the safety or suitability of food (for example, deficiencies in the food control plan or deficiencies in the operator's practices and processes).
- The operator has failed to identify or effectively address a problem or deficiency that has the potential to cause a critical non-compliance.
- The verification agency or verifier has no confidence in the operations of the food business because of the combined effect of several instances of noncompliance.
- The verification agency or verifier has no confidence in the operations of the food business due to the extent to which records required under the applicable requirements of the Act are absent, incomplete, or altered.

Unless otherwise specified, the duration and scope of a verification prevents verifiers from covering all aspects of the business and operations. This verification is a sample of operations and records unless otherwise stated. The business operator remains responsible for regulatory and legal compliance of these systems.

Although regarded as a final document the customer should review the report and comment as appropriate. Should there be a conflict relating to the contents the operator may seek a reconsideration of a verification decision by applying in writing 15 working days after receipt of the verification report to the operators verification agency. Reconsideration of verification outcome will be conducted within 20 days after receipt

of application and outcome reported in writing to the operator. The frequency of the verification set out be the initial verification decision continues to apply until the operator is notified of the reconsideration decision.

Food Act registration may be suspended or withdrawn should non-compliant and Non-conforming verification outcomes not be appropriately addressed.

If you are unhappy with any part of the process, you can contact council through phoning 07 884 0060 or email info@mpdc.govt.nz.