

APPLICATION TO REGISTER A FOOD BUSINESS UNDER FOOD ACT 2014

PLEASE READ THIS FIRST

This form will be scanned by electronic equipment. It is important that you:

- use blue or black pen to complete this form; and
- print clearly

1. DETAILS OF APPLICATION

This application is for:

- MPI Template Food Control Plan
- National Programme 3
- National Programme 2
- National Programme 1

You can find this on the MPI website by completing the "Where Do I Fit?" questionnaire.

2. REGISTRATION

- New Registration
- Re-Registration

Current Registration ID: MNW

3. TYPE OF BUSINESS

- Sole Trader or Individual
- Partnership
- Limited Liability Company

NZ Business Number: _____

(If you are a registered company please attach a copy of the company registration (www.companies.govt.nz))

4. BUSINESS DETAILS

Full Legal Name of Operator (name to appear on registration certificate):

Trading Name of Business: _____

5. OPERATOR CONTACT DETAILS

Physical Address of Premises: _____

Postal Address for all Correspondence: _____

Contact Person: _____

Position Held: _____

Business Phone: _____

Home Phone: _____

Mobile Phone: _____

Fax: _____

Email: _____

Are you registering more than one site?

Yes (attach application to register multi-site)

No

6. VERIFICATION AGENCY

- Manawatu District Council (Template Food Control Plans)
- Other I have attached a confirmation letter from a verification agency including a proposed date of the verification

Please note: If you are a new business you must have your verification completed within 6 weeks of becoming registered.

7. ALL APPLICANTS TO COMPLETE

Opening Date (if new business): _____

Trading Hours: _____

Name of Day-To-Day Manager: _____

Position Held: _____

- The address listed above is a personal dwelling and should remain private (not appear on MPI public register)

8. FOOD STALLS AND MOBILE SHOPS

Vehicle to be associated with food stall or mobile shop: _____

Vehicle Registration: _____ Make & Model: _____

9. ACKNOWLEDGEMENT

I confirm that:

1. I am authorised to make this application as the person with legal authority for the specified business.
2. The information supplied in this application is truthful and accurate to the best of my knowledge.
3. The operator of the food business covered by this application is a New Zealand resident within the meaning of section YD1 or YD2 of the Income Tax Act 2007
4. The operator of the food business is able to comply with the requirements of the Food Act 2014.

Signature of Applicant: _____ Date: ____ / ____ / ____

Print Name: _____

Job Title: _____

10. PAYMENT AND CONTACT DETAILS

Contact: Manawatu District Council – Environmental Health Officer

Private Bag 100001

Feilding 4743

Health@mdc.govt.nz

06 323 0000

Fees: Please refer to Councils Fees and Charges Schedule on our website

11. FINAL CHECK

Have you:

- filled this form in completely and legibly?
- attached a completed scope of operations document? *(Only if new application - not renewal)*
- attached a letter from your verifier if that isn't Council? *(Only if new application - not renewal)*
- attached copies of company registration certificates if you have a registered limited liability company?
- attached a menu/list of foods being made? *(Only if new application - not renewal)*
- attached photos and/or plan of the kitchen? *(Only if new application - not renewal)*
- read and signed the Applicants Statement?
- included fee payment for this application?

COLLECTION OF INFORMATION

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of submitting a change to a registered food control plan under the Food Act 2014; and
- The recipient of this information, which is the agency that will collect and hold the information, is Manawatu District Council, Private Bag 10-001 Feilding
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 45, 46, 51, 64, or 71, which ever applies, of the Food Act 2014. The supply of this information is voluntary; however, failure to provide the requested information is likely to result in a return of this application, and may ultimately result in a refusal to register, in accordance with section 54 and 57 of the Food Act 2014; and
- Under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information that you have provided.

Privacy Information

The information you provided in this application (including personal information) is official information, this application and any ongoing communication between you and Council will be held at Council's offices and may be accessed upon request by a third party. Access to information held by Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. Your information may be disclosed in accordance with the terms of these Acts. If you have any concerns about this, please discuss with a Council officer prior to lodging your application for reconsideration.