



## Application for Registration of a Food Control Plan or National Programme Food Act 2014

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

Help is available to find out where you fit. New Zealand Food Safety has developed a tool '[My Food Rules](#)' to help you work out the food safety rules that apply to your business or food activity. By answering a series of questions, you can find out if you need to register your business, who with (and under which legislation), and how to do it.

After you complete the tool, the answers you give in the tool help determine where your activity or business fits under legislation. It will tell you whether you have to operate under a

- MPI Template Food Control Plan: *Simply, Safe and Suitable*
- National Programme 3: *Higher Risk Businesses*
- National Programme 2: *Medium Risk Businesses*
- National Programme 1: *Lower Risk Businesses*

Please contact the Environmental Health Team to discuss this further if you have any questions.

### 2. Who is the operator of the food business?

This section is for the owner or person in control of the food business. If you are applying for a National Programme 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 Appendix 1 is for the other businesses and addresses.

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

- I have attached a copy of the company registration from the New Zealand Companies Office  
<https://www.business.govt.nz/companies/>

If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBNs, including how to get one, <https://www.business.govt.nz/companies/learn-about/nzbn>


NZ Business Number

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

- Same as legal name above

<b>Operator Address and Contact Details</b>	
You must provide this information to be registered	
Postal Address	Physical/Courier Address <i>(if different to Postal Address)</i>
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
<input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register.	<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. Contact Invercargill City Council Environmental Health Team if the details change.	
Mobile:	Other telephone:
Email:	
By entering an email address you consent to being sent information and notifications electronically, if required.	
Operator/ day-to-day manager name and position	Name:
	Position:
	Phone:

#### 4. Who will do your verification?

<input type="checkbox"/> Food Check South  <p>Invercargill City Council is a recognised agency that is responsible for verifications of template food control plans within the district.            Invercargill City Council is responsible for verifications of national programmes when a verification agreement has been entered into.            Food Check South is the brand name that Invercargill City Council, Gore District Council and Clutha District Council operate under.</p> 
<input type="checkbox"/> Other <i>(insert name of verification agency)</i>
<input type="checkbox"/> I have attached a confirmation letter from my verification agency.

## 5. Applicant Statement

### I confirm that:

- I am authorised to make this application; and
- The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
- 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.

### I also confirm that

- I am authorised to make this application on behalf of the operators listed in section 3; and
- Every operator of the food businesses covered by the Food Control Plan or National Programme 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
- Every operator of the food businesses covered by the Food Control Plan or National Programme is able to comply with the requirements of the Food Act 2014.

Name:

Job Title:

Signature:

Date:

## Final Check before submitting your application

I have:

- Filled this form in completely and legibly
- Attached the completed Scope of Operations document
- Attached a letter from my verifier (if the verifier is not from Food Check South)
- Attached a copy of my company registration certificate (if I am a registered limited liability company)
- Read and signed the Applicant Statement

## Payment details / Invercargill City Council contact details

**Office:** Civic Administration Building, 101 Esk Street, Invercargill

**Post:** Environmental Health – Food Team, Invercargill City Council, Private Bag 90104, Invercargill 9840

**Phone:** (03) 211 1777 **Fax:** (03) 211 1431

**Email:** [food@icc.govt.nz](mailto:food@icc.govt.nz)

### Registration fees:

MPI Food Control Plan	\$170.00
NP3 Higher Risk Businesses	\$170.00
NP2 Medium Risk Businesses	\$170.00
NP1 Lower Risk Businesses	\$170.00

### Food Check South verification fees:

MPI Food Control Plan	\$130.00 per hour
National Programme	\$130.00 per hour

### Office use only

Date Received:

Payment:

Date Issued:

MAPS Number:

Expiry:

Existing Business FCS \_\_\_\_\_ / \_\_\_\_\_

Signature:

New Business

## 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 Invercargill City Council, Private Bag 90104, Invercargill 9840; and
- Some of the information collected will be displayed on the Ministry for Primary Industries public register; and
- The collection of information is authorised under Section 53 or Section 83 of the Food Act 2014, whichever 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 Sections 54 and 57 or Sections 84 and 87, of the Food Act 2014, whichever 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 Invercargill City Council is official information and may be subject to a request made under the Local Government Official Information and Meetings Act 1987.
- If a request is made under that Act for information you have provided in this application, the Invercargill City Council must consider any such request in accordance with its obligations under the Local Government Official Information and Meetings Act 1987 and any other applicable legislation.