

Application for registration under Food Act 2014 with a local 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 applying for a National Programme (NP) registration, you need to choose a 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 found 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*.
- Details of payment of your application fee

What type of registration are you applying for?

- MPI Template Food Control Plan: Food Service, Care Safe and Specialist Retail
- National Programme 3
- National Programme 2
- National Programme 1

(Hint: If you are not sure which type of registration you fall within, please complete the "My Food Rules" tool on the MPI website - <https://www.mpi.govt.nz/food-business/food-safety-rules/>)

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

Who is the operator of the food business?

Legal Name(s) of Operator (e.g. Registered Company, Partnership or Individual)	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies Office (www.companies.govt.nz)		
NZ Business Number	If you have a NZ Business Number (NZBN), provide it here. For more information about NZBN's, including how to get one, see https://www.business.govt.nz/companies		
Trading Name (if any) and Vehicle Registration (if applicable)	<input type="checkbox"/> Same as legal name above		
Operator 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.			
Postal Address		Physical/Courier Address (if different to postal address)	
Address		Address	
Town/City		Town/City	
Postcode		Postcode	
Country		Country	
<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.	
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.			
Mobile Phone Number		Other Phone Number	
Email Address	By entering an email address, you consent to being sent information and notifications electronically.		
Day-to-day manager name and position	Name:		
	Position:		

Who will be doing your verification?

Please note, if you are registering under a National Programme, you will need to engage a Verification Agency.

<input type="checkbox"/> Ōtorohanga District Council	
<input type="checkbox"/> Other: Name of Verification Agency	<input type="checkbox"/> I have attached a confirming letter from my verification agency.

Have you attached the Scope of Operations document for your business?

<input type="checkbox"/> Scope of Operations attached

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

I also confirm that:

- 3) I am authorised to make this application on behalf of the operators listed above; and
- 4) Every operator of the food business covered by the Food Control Plan is resident in New Zealand within the meaning of section YD 1 and YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and
- 5) Every operator of the food business covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

Name		Position	
Signature		Date	

Submission and Payment Details

The fee for new applications for Registration under the Food Act 2014 is **\$410** and can be paid by one of the following methods:

- Internet Banking Transfer to Council bank account **02-0392-0018241-00** using the reference **206753684**
- In person at our Customer Experience desk

You may submit your application by one of the following methods:

- Electronically by attaching the completed forms and payment confirmation to an email and send to health@otodc.govt.nz
- In person at our Customer Experience desk.

Final Check before sending your application to Ōtorohanga District Council:

Have you:

- filled in this form completely and legibly?
 - attached a completed Scope of Operations document?
 - attached a letter from your verifier? (only required if that won't be an Officer from Council)
 - attached copies of company registration certificated if you have a registered limited liability company?
 - read and signed the Applicant Statement?
 - included fee payment for the application?
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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 **Ōtorohanga District Council, P.O.Box 11, Ōtorohanga 3940**; and
 - Some of the information collected will be displayed on a public register; and
 - This information maybe shared with other agencies such as the Ministry for Primary Industries (MPI) or District Health Board; and
 - The collection of information is authorized under section 53 or 83 of the Food Act 2014.
 - 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 section 54 and 57, or section 84 and 87, of the Food Act 2014, which ever applied; and
 - Under Principled 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 Ōtorohanga District 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 Council must consider any such requests in accordance with its obligations under that Act and any other applicable legislation.