



Southland District Council

*Te Rohe Pōtae O Murihiku*

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FAA-01

## APPLICATION FOR REGISTRATION FOOD ACT 2014

### 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](http://www.mpi.govt.nz) or from Council offices
- If you are applying for a National Programme (NP) registration, you must choose your 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](http://www.companies.govt.nz)
- You need to make sure you can confirm that the operator of each food business 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* or *LIC-2000/123*.
- Details of payment of your application fee.
- Multi sites - Multi-site means there is more than one address where food is traded, and you would like to register all sites under one application. If you operate one or more sites within Southland District Council area, you must register with that council otherwise you need to contact MPI. Make sure you have registration information for every address where food is traded by completing the FAA-02 Multi-site form or a spreadsheet of the sites' information attached to your application is acceptable.

### 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 Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- 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; 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 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.

## Food Control Plan information:

### Registration authority

Any business who sells food must be registered. If you only have one business location, you need to register with the local council. If you have multiple sites you need to register, talk to the Council about how to register your multiple sites, you may need to register with the Ministry for Primary Industries.

### Where can I get a copy of a template Food Control Plan?

You can download an electronic version of FCP from the MPI website:

[www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates](http://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates)

Southland District Council can provide printed templates and diary pages at a cost.

### Finding a verifier:

- *Template FCP operation within Southland District Council* – Southland District Council is your default verifier
- *Template FCP multi-site across Councils* - If you are operating a multi-site business using a template FCP, and have been required to register with MPI because you also operate outside the SDC area, you may still choose to use SDC as your verifier.
- *National Programmes (NP)* - All business subject to the National Programme registration have the right to choose their own verifier. This verifier is the person or agency who will come and assess your business for compliance with the Food Act 2014 and the other Regulations and best practice guidance.  
You have a choice of which recognised verifier you want to carry out your verifications. Southland District Council (SDC) is one recognised agency. A list of other recognised agencies can be found on MPI's website:  
<http://www.foodsafety.govt.nz/registers-lists/food-act-2014-recognised-agencies/index.htm>  
When you have chosen a verifier, you must inform the registration authority which recognised verifier you are using if you have not already included this on your application for registration.  
If you have any questions about choosing a verifier, please contact SDC on 0800 732 732 or MPI on 0800 00 83 33.
- *Custom FCP* - If you have registered a template FCP (whether modified or not) with MPI for a business required to operate a custom FCP, SDC is not able to offer verification of "custom" FCPs.

### Once I register what happens next?

You need to ensure that your business is verified within the timeframes set out by the Food Act:

New business - within six weeks of your registration being approved.

Existing food businesses – FCP, NP2, NP3 within one year of your registration being approved  
NP1 within 6 months of your registration being approved

The verifier will look at your FCP or NP and talk to you and your staff to gather evidence that you are following what you have said in your plan/programme and to see you are preparing safe and suitable food consistently.

The cost of a verification visit will generally be invoiced for at the time of the visit in accordance with your contract with the verifier or Council's fees and charges.

FAA-01

**APPLICATION FOR REGISTRATION  
FOOD ACT 2014**

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

Single site  Multi-site – also need to complete FAA-02 form

<b>Risk Based Measure (RBM) :</b>	<input type="checkbox"/> MPI Template Food Control Plan - Tick below which template <input type="checkbox"/> Simply Safe and Suitable – March 2017 <input type="checkbox"/> Food control plan: Food service and food retail - March 2017 <input type="checkbox"/> National Program 3 <input type="checkbox"/> National Program 2 <input type="checkbox"/> National Program 1
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If you were registered before 1 March 2016, what was your registration ID number?

WEBB \_\_\_\_\_ or FSA \_\_\_\_\_ or LIC \_\_\_\_\_

If this is for a new business – what is the proposed opening date: \_\_\_\_\_

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

The operator is the owner or other person in control of the business. If Multi site - the operator responsible for the RBM

<b>Legal Name(s) of Operator (name to appear on certificate)</b>	<input type="checkbox"/> registered company <input type="checkbox"/> partnership <input type="checkbox"/> individual		
<b>NZ Business Number</b> see <a href="https://www.business.govt.nz/companies">https://www.business.govt.nz/companies</a>			
<b>Operator Address and Contact Details</b>			
You must provide this information to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below.			
<b>Postal Address</b>	<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.		
<b>Day-to-day manager</b>			
The person who has the overall responsibility to make sure the RBM is being followed, receives communications about your registration (sending approval documents and renewal reminders).			
<b>Operator day-to-day manager</b>	<b>Full Name</b>		
	<b>Position</b>		
<b>Address</b>			
<b>Mobile</b>		<b>Other telephone no.</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		

**Office Use Only**

Area Office Stamp	Records	Licence No: FAA -
		Trim File : L
Email to : <input type="checkbox"/> General <input type="checkbox"/> Health		Fee : Cash / Chq / Credit / DD / Eft
		New FAA \$365.00
		Existing FAA \$146.00 or Transfer from FHR

### 3. Physical Site of Food Business

Single Site – complete details below or  Multi-site businesses – Complete FAA-02 Multi-Site Details form

Premises Name, (ie 'Trading As')

Street Address of Premises

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

Trading Hours

Vehicle Registration number (Mobile businesses only)

### 4. Who will be doing your verification?

Template FCP

Southland District Council

National Programme  
Insert name of verification agency

Southland District Council

or

\_\_\_\_\_

I have attached a confirming letter from my verification agency.

### 5. Scope of operations

Attached completed "scope of operations" document for your business?

If your business changes in any way you must notify Southland District Council, Environmental Health team to update the scope of operations.

### Applicant Statement

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 every food business covered by this application is a New Zealand resident within the meaning of section YD 1 or YD 2 of the Income Tax Act.
4. The operator of every food business covered by this application is able to comply with the requirements of the Food Act 2014

Name

Job Title

Signature

Date

### Final check before sending your application to Southland District Council

Have you:

- Filled this form in completely and legibly?
- Attached the completed scope of operations document?
- If Multi Site – Also completed a FAA-002 Multi-site details form
- Attached a letter from your verifier if that is not Council?
- Attached copies of company registration certificates if you have a registered limited liability company?
- Read and signed the Applicant Statement?
- Included fee payment for this application?

### Payments can be made by bank deposit, or payment with application

**Fees (to 30 June 2018):** Bank Account: 02 0924 0064987 00 Reference : FAA followed by trading name ie FAA Bob's Burgers

The application fee for a new business registration \$365.00

The application fee for an existing business \$146.00

If you are transferring from an existing Food Hygiene Registration No charge

**Note:** Verification fees are charged separately, please contact your verifier

## Scope of Operations: Template Food Control Plans and National Programmes

**Business Name :** \_\_\_\_\_

*All businesses to complete questions 1 & 2 (Tick as applicable)*

### 1. Trading Operations – How do you distribute your products or services?

<input type="checkbox"/>	Caterer	<input type="checkbox"/>	Eat-in premises	<input type="checkbox"/>	Export food
<input type="checkbox"/>	Home Delivery	<input type="checkbox"/>	Import food	<input type="checkbox"/>	Internet sales
<input type="checkbox"/>	Market sales	<input type="checkbox"/>	Mobile trader	<input type="checkbox"/>	Retail sales
<input type="checkbox"/>	On-licence premises	<input type="checkbox"/>	Storage provider	<input type="checkbox"/>	Takeaway
<input type="checkbox"/>	Transport provider	<input type="checkbox"/>	Wholesale		

### 2. What processes do you use to make your food?

<input type="checkbox"/>	Acidification	<input type="checkbox"/>	Aseptic processing/packaging	<input type="checkbox"/>	Canning/retorting	<input type="checkbox"/>	Concentration
<input type="checkbox"/>	Drying	<input type="checkbox"/>	Fermentation	<input type="checkbox"/>	Handling chilled ready to eat products	<input type="checkbox"/>	High-pressure processing
<input type="checkbox"/>	Holding food at serving temperature	<input type="checkbox"/>	Irradiation	<input type="checkbox"/>	Novel or unique processes	<input type="checkbox"/>	Pasteurisation (with heat)
<input type="checkbox"/>	Processing chilled ready to eat products	<input type="checkbox"/>	Reheating	<input type="checkbox"/>	Slow or low temperature cooking	<input type="checkbox"/>	None of the above

### Template Food Control Plan businesses to complete: *(Tick as applicable)*

	<b>SECTOR</b>	<b>PRODUCT(S)</b>
<b>Template Food Control Plan</b>	<b>Food Service Sector:</b>  <b>Make or prepare food</b> <i>(to be eaten straight away)</i>	<input type="checkbox"/> Ready to eat meals & snacks served direct to customers (to order) <input type="checkbox"/> Minimally processed fruits & vegetables processed and sold direct to customers <input type="checkbox"/> Sushi <input type="checkbox"/> Doner Meat <input type="checkbox"/> Chinese Style Roast Duck
	<b>Food Retail Sector:</b>  <b>Make or prepare food</b>	<input type="checkbox"/> Raw Meat, Poultry & Seafood <input type="checkbox"/> Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold <i>(E.g. pesto, fruit salads, frozen vegetables, coleslaw)</i> <input type="checkbox"/> Baked products without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks retailed <i>(E.g. sandwiches, meat pies)</i> <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Shelf-stable products

**National Programme Level 3 businesses to complete:** *(Tick as applicable)*

<b>National Programme Level 3</b>	<b>SECTOR</b>	<b>PRODUCT(S)</b>
	<p><b>Food Retail Sector:</b></p> <p><b>Handle food but <u>does not</u> make or prepare food</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Egg products</li> <li><input type="checkbox"/> Raw Meat, Poultry &amp; Seafood</li> <li><input type="checkbox"/> Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i></li> <li><input type="checkbox"/> Manufacture/Process Dairy products</li> <li><input type="checkbox"/> Minimally processed fruits &amp; vegetables retailed</li> <li><input type="checkbox"/> Processed fruits &amp; vegetables sold <i>(E.g. fruit salads, frozen vegetables, coleslaw)</i></li> <li><input type="checkbox"/> Baked products without filling or icing</li> <li><input type="checkbox"/> Baked products with filling or icing</li> <li><input type="checkbox"/> Ready to eat meals &amp; snacks retailed <i>(E.g. frozen meals, sandwiches, meat pies)</i></li> <li><input type="checkbox"/> Sauces, Soups, Dressing or toppings</li> <li><input type="checkbox"/> Infant formula</li> <li><input type="checkbox"/> Shelf-stable products <i>(E.g. packaged biscuits, canned foods, bulk bin foods)</i></li> </ul>
	<p><b>Brewers, Distillers, Manufacturer or vinegar, alcohol or malt</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Beer</li> <li><input type="checkbox"/> Processed Cereal &amp; Meal products</li> <li><input type="checkbox"/> Wine &amp; Wine products</li> <li><input type="checkbox"/> Alcoholic beverages – other</li> <li><input type="checkbox"/> Vinegar</li> <li><input type="checkbox"/> Spirits &amp; liqueurs</li> </ul>
	<p><b>Manufacturer of additives, processing aids, vitamins, minerals or other nutrients added to food</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Food Additives</li> <li><input type="checkbox"/> Vitamins &amp; Minerals</li> <li><input type="checkbox"/> Processing aids</li> <li><input type="checkbox"/> Yeast &amp; Yeast products</li> </ul>
	<p><b>Manufacturer of non-alcoholic beverages</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Soft drinks</li> <li><input type="checkbox"/> Formulated drinks</li> <li><input type="checkbox"/> Fruit/Vegetable juice</li> </ul>
	<p><b>Manufacturer of dry mix products</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dried mixes containing animals products</li> <li><input type="checkbox"/> Dried mixes not containing animal products</li> </ul>
	<p><b>Manufacturer of oils or fats</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Edible oils</li> <li><input type="checkbox"/> Margarine &amp; table spread</li> <li><input type="checkbox"/> Animal fats</li> </ul>
	<p><b>Processors of herbs or spices</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Herbs &amp; spices <i>(E.g. Extracting saffron, drying herbs, blending herbs)</i></li> <li><input type="checkbox"/> Salt</li> </ul>
	<p><b>Processors of grain</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Whole grains</li> <li><input type="checkbox"/> Processed cereal &amp; meal products</li> </ul>

**National Programme Level 2 businesses to complete:** *(Tick as applicable)*

	<b>SECTOR</b>	<b>PRODUCT(S)</b>
<b>National Programme Level 2</b>	<b>Preschool food service (Early Childhood centre)</b>	<input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Infant formula
	<b>Bake only bread and bread products</b>	<input type="checkbox"/> Breads
	<b>Manufacture/Make confectionary</b>	<input type="checkbox"/> Chocolate & cocoa products <input type="checkbox"/> Sugar confectionary
	<b>Manufacture/make crisps, popcorn, pretzels or similar snack products</b>	<input type="checkbox"/> Crisps & chips <input type="checkbox"/> Snack products <i>(E.g. Popped popcorn, puffed rice)</i>
	<b>Manufacture/Make shelf-stable grain products eg. Cereals, baked products</b>	<input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Breakfast cereals <input type="checkbox"/> Pasta <i>(dried pasta)</i>
	<b>Manufacture/Make shelf water based products</b>	<input type="checkbox"/> Ice <input type="checkbox"/> Water based desserts
	<b>Manufacture/Make dried or dehydrated fruit or vegetables</b>	<input type="checkbox"/> Processed fruits & vegetables <i>(E.g. Fruit leather, dried fruits)</i> <input type="checkbox"/> Dried fruit & nut mixes
	<b>Manufacture/make frozen fruit or vegetables</b>	<input type="checkbox"/> Processed fruit & Vegetables
	<b>Manufacture/Make shelf-stable condiments</b>	<input type="checkbox"/> Processed fruit & vegetables <i>(E.g. jams, chutneys etc)</i> <input type="checkbox"/> Fermented fruit & vegetable products <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Sauces, soups, dressings & toppings <input type="checkbox"/> Fermented sauces <input type="checkbox"/> Nut & Seed products <i>(E.g. Peanut butter, bean paste)</i>
	<b>Process nuts, seeds and/or coffee</b>	<input type="checkbox"/> Nuts & seeds <i>(E.g. Roasted peanuts, spiced cashews)</i> <input type="checkbox"/> Coffee bean products <i>(E.g. coffee roasters)</i> <input type="checkbox"/> Nut & seed products <i>(E.g. Nut or seed flour)</i> <input type="checkbox"/> Dried fruit & nut mixes
<b>Retail manufactured packaged chilled and/or frozen food</b>	<input type="checkbox"/> Eggs <input type="checkbox"/> Raw meat, poultry & seafood <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Dairy products <input type="checkbox"/> Processed fruit & vegetables <input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Sauces, Soups, Dressings, Toppings	

**National Programme Level 1 businesses to complete:** *(Tick as applicable)*

<b>National Programme Level 1</b>	<b>SECTOR</b>	<b>PRODUCT(S)</b>
	<b>Extract or package honey</b>	<input type="checkbox"/> Honey
	<b>Horticultural production and packing operations</b>	<input type="checkbox"/> Minimally processed fruits & vegetables <input type="checkbox"/> Herbs & Spices <input type="checkbox"/> Nuts & seeds <input type="checkbox"/> Mushrooms
	<b>Manufacturer of sugar related products</b>	<input type="checkbox"/> Sugar <input type="checkbox"/> Sugar products <i>(E.g. Golden syrup)</i>
	<b>Retailers of hot beverages and/or shelf stable manufacture packaged foods</b>	<input type="checkbox"/> Hot beverages <input type="checkbox"/> Packaged Food (Shelf stable products)
	<b>Retailers of manufacture packaged ice cream/ice confectionary (In manufacturer's packaging)</b>	<input type="checkbox"/> Ice cream <input type="checkbox"/> Iced confectionary
<b>Transporters or distributors of food products</b>	<input type="checkbox"/> Frozen food <input type="checkbox"/> Chilled food <input type="checkbox"/> Shelf stable products <input type="checkbox"/> Bulk food <input type="checkbox"/> Hot Food	