

## 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:**

### **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 dairy pages at a cost.

### **Once I register what happens next?**

For a new business Southland District Council EHO will come and verify your FCP within one month of your registration being approved.

For existing food businesses transitioning to FCP, the verification will take place within one year of your registration being approved. Verifications will have three possible outcomes; Acceptable, Unacceptable and Non-Compliance.

The EHO will look at the Food Control Plan and talk to you and your staff to gather evidence that you are following what you have said in your plan and to see you are preparing safe and suitable food consistently.

The cost of a verification visit will be invoiced for at the time of the visit in accordance with 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

Risk Based Measure (RBM) :

- MPI Template Food Control Plan ie Food Service, Care Safe, Specialist Retail  
 National Program 3  
 National Program 2  
 National Program 1

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

Legal Name(s) of Operator (name to appear on certificate)		<input type="checkbox"/> registered company <input type="checkbox"/> partnership <input type="checkbox"/> individual	
NZ Business Number <small>see <a href="https://www.business.govt.nz/companies">https://www.business.govt.nz/companies</a></small>			
Operator Address and Contact Details 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.			
Postal Address			
	<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.		
Day-to-day manager 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).			
Operator day-to-day manager	Name		
	Position		
Mobile		Other telephone no.	
Email	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
		FAA \$146 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

Trading Name, (ie 'Trading As')	
Street Address of Premises	<input type="checkbox"/> 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	<input type="checkbox"/> Southland District Council
National Programme Insert name of verification agency	<input type="checkbox"/> 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 2017):** Bank Account: 02 0924 0064987 00 Reference FAA followed by trading name ie FAA Bob's Burgers

The application fee for a new registration \$146.00

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

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