Application for registration of food business

Food Act 2014

Are you applying for a:

- New Registration or Change of Ownership or Existing Business now required to register under the Food Act 2014 – complete step 1.1
- Transition from an existing food business (prior to 1 March 2016) – complete step 1.2
- Amendment to TFCP or NP – complete step 1.3

1. Registration

1.1 New registration with Auckland Council (tick all that apply)

- [ ] New business
- [ ] Change of ownership
- [ ] Existing Business
- [ ] Home-based kitchen
- [ ] Shared kitchen

1.2 Transition - currently registered with Auckland Council (prior to 1 March 2016)

‘Transition’ is the term used when a food business changes from a registration under the ‘old’ Food Hygiene Regulations 1974 (FHR) to registration under the ‘new’ Food Act 2014.

- [ ] Food Hygiene Regulations 1974
- [ ] Transition - deemed (Food Control Plan prior to 1 March 2016)

Transition of business (tick one if applicable)

- [ ] Home-based kitchen
- [ ] Shared kitchen

1.3 Amendment to template Food Control Plan or significant change in circumstances to food business subject to National Programmes (refer to Definitions on page 5)

- [ ] AKC no: ____________________________ Licence no: ____________________________
- [ ] Change in RBM Type

*Adding additional site(s) to a multi-site registration – please complete the ‘Multi-site business details form’ if you are adding an additional site(s) to an already registered Multi-site. A processing fee and verification fee may apply.

2. This application is for (Risk Based Measure RBM)

- [ ] Template Food Control Plan
- [ ] National Programme 3
- [ ] National Programme 2
- [ ] National Programme 1

3. Type of business

- [ ] Limited liability company
- [ ] Sole trader or individual
- [ ] Partnership

4. Franchise information only

- [ ] Managed by head office
- [ ] Independently managed
5. The following details must be completed

If you own and operate from more than one site and all sites are based in the Auckland Region, you can choose to register each site individually or register as a multi-site.

Option 1:
☐ Single site - continue to complete the information below

Option 2:
☐ Multi-site – continue to complete the information below and complete a ‘Multi-site business details form’. A processing fee and verification fee may apply.

Full legal name of owner or company:

Trading name of business:

Postal address for all correspondence:

Post code:

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

Contact person:

Position held:

Business phone: Mobile Phone:

Email:

Physical address of business/location:

Post code:

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

Name of day-to-day manager:

Position held: Mobile phone:

Email:

Opening date (if new business):

Trading hours:

6. Food stalls or mobile shop

Vehicle to be associated with food stall or mobile shop.

Vehicle registration: Make and model:

7. Verification Agency

☐ Auckland Council (for template Food Control Plans)

☐ By choosing Auckland Council as your Verification Agency, you agree to the terms and conditions set out in schedule 1

☐ Auckland Council (for National Programme)

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• Retailers that handle food (but do not prepare or manufacture food).

• Bakeries that prepare or manufacture bread or bread products only.
• Food service provided to pre-school children (including children under five years of age) in a centre-based service setting.
• Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery and iced desserts).
• Retailers of hot beverages and shelf-stable manufacturer-packaged foods only.
• Retailers of manufacturer-packaged ice cream, iced confectionery or iced desserts.
• Transporters or distributors of food products

☐ External Verifier

If you have not chosen Auckland Council as your verification agency, you must provide a letter of confirmation from your chosen verification agency.

Important privacy information

The personal information that you provide in this form will be held and protected by Auckland Council in accordance with the privacy policy (available at [www.aucklandcouncil.govt.nz/EN/Pages/websiteprivacypolicy.aspx](http://www.aucklandcouncil.govt.nz/EN/Pages/websiteprivacypolicy.aspx) for libraries and service centers) and with the Privacy Act 1993. The privacy policy explains who Auckland Council may use and share your personal information in relation to any interaction you have with Auckland Council, and how you can access and correct that information. It is recommended that you familiarise yourself with this policy. Please note that some of the information you provide will be held on a public register.

Acknowledgement

I confirm that:

• I am authorised to make this application as the person with legal authority for the specified business
• the information supplied in this application is truthful and accurate to the best of my knowledge
• 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.

Name: ___________________________ Position held: ___________________________

Signature of applicant: ___________________________ Date: ___________________________

Office use only

Receipt number: ___________________________

Receipt amount: ___________________________

Service centre name: ___________________________

Cashier name: ___________________________
8. Physical boundaries & layout

Using the grid below and on the following page draw diagrams showing:

- the layout of the place where you operate your business
- the physical boundaries and the types of activity carried out on neighbouring properties (if applicable)

Trade name: 
Physical address: 

8.1 Layout of your food business

You can submit an Auckland Council approved plan or use the space below to draw a basic diagram.

E.g. detail the floor, wall and ceiling surfaces, and any essential features such as sinks, wash hand basins, ovens, extract hoods, fridges/freezers, walk in chillers, prep benches, dishwasher/pot wash, dry storage, toilets and staff changing areas.
8.2 Layout of the physical boundaries

You must show the location of any activities within the physical boundaries that are not activities of your food business. You do not need to show activities that happen outside the physical boundaries unless the activities on neighbouring properties pose a risk to the safety and suitability of food. Use the box below to describe what these activities are.

**Description of activities carried out on neighbouring properties:**

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**Checklist:**

Please provide:

- your completed application
- ‘Scope of operations of food business’ form
- a copy of the certificate of incorporation (if applying under a company name)
- a copy of the confirmation letter from your verification agency (if not being verified by Auckland Council).
- ‘Multi-site business details’ form (if applicable)

Note: Failure to supply all the required documents will result in delays to your registration or being returned and may incur additional charges.

**Definitions**


**Schedule 1: Food Business verification terms and conditions**

Auckland Council ("Council") is a registration authority under the Food Act 2014 ("the Act") for food control plans ("the Plans") and food businesses subject to a national programme ("the Programme").

The Ministry for Primary Industries ("the Ministry") has appointed Council a verifier under the Act to verify or businesses subject to the Plans and the Programme.

Under the Act, any appropriately recognised agency or person can verify a business operating under the Programme.

The following terms and conditions apply to food businesses which have agreed with Council to act as their verifier.

**Verification**

- Council will conduct its verification function under the Act and the Food Regulations 2015 ("the Regulations").
- Council will obtain all evidence which in its discretion allows it to consider whether or not a food business complies with the Programme and with the relevant provisions of the Act and Regulations.
- The nature and extent of Council’s procedures and processes may vary according to the type of business, risk assessment, and
previous compliance history. Council will focus on what is most important for the food safety at each type of business.

- At the end of the verification, Council will provide the food business with an outcome report for each verification topic covered. Possible outcomes are Performing (fully meeting applicable requirements of the Act); Conforming (adequately meeting applicable requirements of the Act. Observations made of potential for a current activity to deteriorate into non-conformance if allowed to persist); Non-conforming (applicable requirements of the Act are not fully met but the deficiency(s) are not likely to affect the safety or suitability of food); and Non-complying (applicable requirements of the Act are not met and findings can be referenced to an offence provision in part 4 of the Act).

- If any issues are discovered, Council will agree with the food business on a plan to address those issues, including setting reasonable timeframes, and the timing of the next verification visit.

- Council will provide the Ministry with a report of the outcome of the verification visit.

Obligations of the food business

The food business agrees to provide Council with the following:

- reasonable access to the food business
- reasonable access to information and documents relating to the food business
- reasonable access to documents that are required to be kept under the risk-based measure
- reasonable access to food and to food-related accessories that are used in connection with the risk-based measure or that ought to be used in connection with the risk-based measure.

The food business warrants that all information and documents provided are complete, true and accurate and up-to-date and that
- all food preparation tasks are being properly carried out by appropriate staff who have been suitably trained and instructed
- any restrictions or conditions place on the registration are being complied with
- they will notify Council of any further information, including any post verification events, which may have a bearing on the verification.

Fees and Charges

Verification fees and charges are published www.aucklandcouncil.govt.nz/fees_and_charges and are subject to periodic review in accordance with the Act. Fees are payable in advance and are only refundable in certain circumstances.

Term and Termination

The food business may terminate the agreement with Council at any time by giving 1 month written notice.

Council may terminate the agreement and stop providing any verification services immediately if the food business is in breach of these terms and conditions or if their registration is revoked, suspended, surrendered or substituted.

Disclaimer

A verification under the Act does not constitute a permit, authorisation, or other permission under any other act, regulation or bylaw. The verification report provided is based on the inspection of the accessible aspects of the food business and represents the Council officer's opinion of the observable condition of the building, facilities, equipment and documents on the day and time of the inspection.

The verification report is prepared for the food business and the Ministry only. The food business agrees to not disclose the verification report to any third party. The food business agrees to indemnify, defend and hold the Council harmless from any third party claims arising out of the food business distribution of the inspection report to any third party.

Council's liability for mistakes or omissions in the verification report is limited to a refund of the fee paid for the verification.