

Application for registration of food business

Food Act 2014

Information sheet

Before you start, you need to know the following:

1. The type of plan or programme your food business fits under (Template Food Control Plan, National Programme Level 1, 2 or 3)
2. Knowledge of the type of sector(s) your food business operates within (e.g., food retail sector, food service sector, etc.), the products and type of food you will make and/or sell and the processes used to make your food (e.g., reheating, high pressure processing, etc.).

If you do not know all of the above information, visit the Ministry for Primary Industries (MPI) website www.mpi.govt.nz and use the [My Food Rules](#) tool or phone the MPI Food Safety Helpline on 0800 00 83 33.

Verification Agency

All food businesses need to get checked to make sure they are selling safe food. This is called 'verification'. You will need to be checked by a verification agency, which will either be Auckland Council or an independent agency.

If your type of plan is **Template Food Control Plan (TFCP)**, Auckland Council will be your verification agency.

If your type of programme is **National Programme (NP)**, Auckland Council can be your verification agency if any of the following food sectors cover your business activity:

- Retailers that handle food (but do not prepare or manufacture food) e.g., a dairy or gas station (18)
- Food service provided to pre-school children (including children under 5 years of age) in a centre-based service setting (22)
- Retailers of manufacturer-packaged chilled or frozen food (excluding ice cream, iced confectionery, and iced desserts) (30)
- Retailers of hot beverages and shelf-stable manufacturer-packaged foods only e.g., coffee cart (35)
- Retailers of manufacturer-packaged ice cream or iced confectionery (36)
- Transporters or distributors of food products (37)

If your business activity does not cover the above NP food sectors, **do not complete this application form**, you will need to visit the Auckland Council website and search for: [Apply for verification for food business site](#)

If you require more information on Food registration fees and charges, please visit [Auckland Councils website](#). Fees are non-refundable.

Application for registration of food business

Food Act 2014

Important: Please read

Supporting documents: You must provide with this application form

- Completed Scope of operations form [My Food Rules](#) . Complete and submit together with the application form.
- If you are a new food business - A copy of your site plan, showing the physical boundaries and layout of your business (Refer to [Section 5: Boundaries and layout](#))
- If Auckland Council is not your verification agency - A copy of the confirmation letter from your verification agency must be provided (independent verifier)
- If you have more than one site in the Auckland region and you wish to register as a multi-site with Auckland Council complete Section 4: Multi-site details.
- If you are a registered company – provide your NZ business number

Note 1: If you plan to have seating on the footpath or public space, you will need to apply for an outdoor dining licence, and, if you plan to sell alcohol you will need an alcohol licence. Visit Auckland Council website and search for [Business Licence](#).

Note 2: It is your responsibility to keep council updated if there are changes in your registration details. Email at ehsupport@aklc.govt.nz.

Note 3: If your application is incomplete, it will further delay the process and in some cases the application will be returned and can incur further costs.

Note 4: Upon completing, your Notice of Registration and subsequent registration renewal reminder and correspondence will be emailed or posted to the nominated email or postal address provided in [Section 2.2](#). It is your responsibility to renew your notice of registration before it expires as once its expired you will need to apply for a new registration.

Application for registration of food business

Food Act 2014

Section 1: What is your registration type

1.1 What is the specific Plan or Programme that your business fits under.

If you are not sure, please visit the Ministry for Primary Industries (MPI) website www.mpi.govt.nz and use the [My Food Rules](#).

Template Food Control Plan (TFCP)

National Programme 3 (NP3)

National Programme 2 (NP2)

National Programme 1 (NP1)

1.2 Describe what type of food you will be making, selling or distributing:

1.3 Select which type your business fits under (select one only):

New food business

What is your opening date:

Important: This is the date you are open to trade, once you are registered, your verification will be due within 6 weeks of being registered.

New owner of an existing food business (change of ownership)

Provide the previous owner's licence number:

What date will the ownership change/start operating:

Change in legal name only, where you are the same owner (e.g. change from sole trader to a registered company or similar)

Provide your current licence number:

Re-registration of my food business because my registration has expired.

What was your registration number:

Application for registration of food business

Food Act 2014

Section 2: Registration details

2.1 The business owner is:

A sole trader or individual – go to Section 2.2

A registered company or Registered Partnership – go to Section 2.2

Please enter your NZ Business Number:

An education provider, charity or local government – go to Section 2.2

Partnership – go to [Section 2.3](#) to add business partner(s)
(Do not complete this section if you are a registered partnership)

2.2 Registered Business and Contact Details

Full legal name to appear on your registration:

Date of birth of owner/director:

Contact number(s):

Email address:
(All correspondence will be emailed to this address)

Postal address:
(This is where correspondence regarding your registration will be posted to, if not emailed)

Tick this box if the above-mentioned address is a personal dwelling and it wont appear on MPI public register.

2.3 Partnership

Note: Only complete this question if you have selected Partnership in 2.1. If you have more than two partners, provide the same information as below on a separate sheet and include with this application form.

How many business partners are involved in this partnership:

Details for business partner 2.

Full legal name:

Application for registration of food business

Food Act 2014

Date of birth of owner/director:

Contact number(s):

Email address:

Postal address:

Section 3: Site details

3.1 Trade name

What is the trading name of your food business?

This is the name of your shop.e.g. Denver's BBQ Restaurant.

3.2 Physical address

What is your site/premises address of your food business?

If you trade at a market, this will be your home address or shared kitchen address.

Tick this box if the above-mentioned address is a personal dwelling and it wont appear on MPI public register.

3.3 Are you a mobile trader?

e.g., Food truck, caravan, or trailer

Yes

What is the make and model of the vehicle:

What is the vehicle registration number:

Note: If there are more vehicles, please supply the above information with this application

No

3.4 What are the trading hours and days of your food business?

Application for registration of food business

Food Act 2014

3.5 Do you have more than one site to register?

Yes

How many?

Note: You need to complete Section 4: Multi-Site details for your second site. If you have more sites to add, provide the same information in [Section 4](#), for each additional site and add with this application.

No

3.6 Verification Agency

Auckland Council (Read the terms and conditions prescribed in [Schedule 1](#))

Other – Name of Verification Agency:

Note: You must supply written confirmation from your verification agency with this application.

3.7 Day-to-day operations for this site

Note: Day to day manager cannot be a consultant or agent.

What is the full name of the person that manages the day-to-day operations for this site?

Full legal name:

Position held:

Legal owner / director

Day to day manager

Other (please specify)

Email address:

3.8 Is there anything else you think we need to know?

Application for registration of food business

Food Act 2014

Section 4: Multi-Site details

Include all addresses where food is handled, and a site plan for each address – Refer to [Section 5: Boundaries and layout](#). If you have additional sites, provide the information below in a separate document and include with this application form.

4.1 Site Address Details

<p>Trade Name <i>This is the name of your shop. e.g., Denver's BBQ Restaurant.</i></p>	<p>What is your site/premises address of your food business? <i>If you trade at a market, this will be your home address or shared kitchen address.</i></p> <p>Tick this box if the address is a personal dwelling and it wont appear on MPI public register.</p>	<p>Are you a mobile trader? <i>e.g., Food truck, caravan, or trailer</i></p> <p>Provide Vehicle make, model and registration number.</p>	<p>What is the full name of the person that manages the day-to-day operations for this site? <i>Note: Day to day manager cannot be a consultant or agent.</i></p> <p>Include: Full legal name: Position held: Email:</p>

Application for registration of food business

Food Act 2014

Section 5: Boundaries and layout

5.1 Layout of the physical boundaries

Description of activities carried out on neighbouring properties e.g., residential area, other food businesses etc.

5.2 Layout of your food business

Note: only required for new businesses or if you have made renovations for each site.

Using the grid below, draw diagrams showing the layout of the place where you operate your 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.

Application for registration of food business

Food Act 2014

Section 6: Acknowledgement and Privacy policy

6.1 Acknowledgment

I confirm that:

- I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
- The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
- The operator of every food business covered by this application is a 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
- The operator of the food business is able to comply with the requirements of the Food Act 2014.

I confirm the information I have provided is accurate, and I agree to Auckland Council's [terms and conditions](#) and [privacy policy](#)

I have read and agree to the Food Business Verification terms and conditions prescribed in [Schedule 1](#).

Name:

Position held:

Signature:

Date:

Application for registration of food business

Food Act 2014

6.2 Privacy Policy

The personal information (name, date of birth and contact details) you provide in your application form is collected by Auckland Council to process your registration for a Food business under the Food Act 2014. We also collect your personal information for research and statistical purposes to improve our services to you. The personal information in this application form will be stored and protected by Auckland Council in accordance with the Privacy Act 2020. Please see our [privacy policy](#) for further details. Under the Privacy Act 2020 you have the right to see the personal information we hold about you and to request for this information to be corrected if you believe it is wrong. If you'd like to request to view your personal information, please contact us at privacy@aucklandcouncil.govt.nz or phone 09 301 0101.

In accordance to section 367 of Food Act 2014 Auckland Council is required to report registration and verification details to the Ministry for Primary Industries. Information regarding registration will be held on a public register accessed at <https://mpi.my.salesforce-sites.com/publicregister/>

Auckland Council is required to disclose personal information in this application form to other government agencies that perform regulatory functions stated in section 368(3) of the Food Act. These agencies include but not limited to Ministry of Primary Industries, Ministry of Health, Auckland Regional Public Health, New Zealand Police and Customs New Zealand.

Making a request for Official Information

Any member of the public (or business) may request access to official information held by Auckland Council under the Local Government Official Information and Meetings Act 1987. If you would like to request to view official information please, contact us at Officialinformation@aucklandcouncil.govt.nz

Application for registration of food business

Food Act 2014

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

1. Council will conduct its verification function under the Act and the Food Regulations 2015 ("**the Regulations**").
2. Council will obtain all evidence which in its discretion allows it to consider whether or not a food business complies with the Plans or Programme and with the relevant provisions of the Act and Regulations.
3. 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.
4. At the end of the verification, Council will provide the food business with an overall outcome of the verification (Acceptable or Unacceptable) and verification topic outcomes for topics that require action. Possible topic 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).
5. 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.
6. Council will provide the Ministry with a report of the outcome of the verification visit.
7. Information collected through this verification process is subject to the Local Government Official Information and Meetings Act 1987 (**LGOIMA**). Any member of the public may request access to information about this verification process, including this application, which Council might be obliged to disclose in accordance with LGOIMA or where otherwise required by law.

Obligations of the food business

1. The food business agrees to provide Council with the following:
 - a. reasonable access to the food business;
 - b. reasonable access to information and documents relating to the food business;
 - c. reasonable access to documents that are required to be kept under the risk-based measure;
 - d. 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; and
 - e. payment for the applicable fees associated with verification services including, but not limited to, all corrective action followed up by the due date.
2. The food business warrants that all information and documents provided are complete, true and accurate and up-to-date and that
 - a. all food preparation tasks are being properly carried out by appropriate staff who have been suitably trained and instructed;
 - b. any restrictions or conditions place on the registration are being complied with; and
 - c. they will notify Council of any further information, including any post verification events, which may have a bearing on the verification.

Fees and Charges

The minimum verification fees and charges are published on Auckland Council website: www.aucklandcouncil.govt.nz/fees_and_charges and are subject to periodic review in accordance with the Act. Some National Programme sectors i.e., manufacturing and processing sectors receive an estimated quote which are based on the information provided by the business. Businesses are invoiced for all costs associated with the verification including, but not limited to, corrective action follow up.

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 suspended, surrendered, or cancelled.

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.