

Application for multi-site food registration under the Food Act 2014



To: Hurunui District Council
PO Box 13
Amberley

Phone: 03 314 8816
Email: licensing@hurunui.govt.nz

A Food Business with Multiple Sites

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 are required to engage your own third party verifier. You will need a letter of appointment from the third party 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, please provide 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 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.
- Details of payment of your application fee and MPI Domestic Food Levy.

What type of registration are you applying for?

- | | |
|---|---|
| ☐ Template Food Control Plan | ☐ National Programme 2 |
| ☐ National Programme 1 | ☐ National Programme 3 |

(Hint: You will know which level of registration applies to your business after you have completed the 'My Food Rules' tool found on the MPI website. This provides the information to complete the 'Scope of Operations' form)

Provide a description of your business, what you do and how you operate:

If you have any questions about the registration process, please feel free to contact our Food Safety Team at 03 314 8816 or licensing@hurunui.govt.nz

Who is the operator of the food business?

Legal Name(s) of Operator (e.g. registered company, partnership or individual):	☐ 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 New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see https://www.business.govt.nz/companies		
Trading Name, if any (i.e. 'Trading As'):	☐ Same as legal name above		
Intended Start Date			
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. Please note: for additional site address details, please fill out the table on page 5 of this form.			
Physical Address		Postal Address (if different to Physical Address)	
Address:		Address:	
Town/City		Town/City:	
Postcode:		Postcode:	
Country:		Country:	
☐ This address is a private dwellinghouse and I wish it to be withheld from the public register.		☐ This address is a private dwellinghouse 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. Contact HDC if the details change.			
Mobile		Other telephone no.	
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		
Operator day-to-day manager name and position	Name:		
	Position:		

Who will be doing your verification?

Council	☐
Other – insert name of verification agency	☐ I have attached a confirming letter from my verification agency.

Have you attached the scope of operations document for your business?

☐ 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			
3) Neither I nor any directors, partners, or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management, control, or business activities in respect of businesses of a kind (whether in New Zealand or overseas) that are regulated under the Food Act 2014.			
4) The operator 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; and			
5) The operator of the food business is able to comply with the requirements of the Food Act 2014.			
Name		Job Title	
Signature		Date	

Payment information

Application Fees
Application Fee: \$309.00 Payment can be made to Hurunui District Council, Westpac, 03-0802-0946666-00 . If paying by internet banking please include in the reference field the words FOOD and your NAME or COMPANY NAME so our accounts department can identify who the payment is for. Notes on MPI Domestic Food Business Levy: The MPI Domestic Food Business Levy came into effect from 1 July 2025 and will be charged per place if you operate under a Food Control Plan (FCP) or per registered business if you operate under a National Programme. The levy will be phased in over three years: - from 1 July 2025 to 30 June 2026 – \$57.50 (plus GST); - from 1 July 2026 to 30 June 2027 – \$86.25 (plus GST); - from 1 July 2027 – \$115.00 (plus GST) per year. The levy will pay for: - providing you and your business additional education and support to meet food safety requirements. - monitoring to ensure the food system is working well for you and for New Zealanders, as well as assist you to proactively identify and manage any systemic issues. - enabling you to have a fair, consistent, and risk-appropriate level of verification, registry, and enforcement services for your business. - coordinated national campaigns to tackle systemic compliance issues; and

- more effective, efficient, and up-to-date rules and standards, developed with your input and tailored to your business' needs.

Hurunui District Council, as the registration authority, is required to collect the food levy payment on behalf of MPI and transfer the payment. Under the Regulations, Councils may charge a collection fee of \$11.00 (plus GST) for administration of the levy.

Final check

Before sending your application to Hurunui District Council, PO Box 13, Amberley or emailing to licensing@hurunui.govt.nz

Have you:

- ☐ filled this form in completely and legibly?
- ☐ attached completed the scope of operations document?
- ☐ attached floor plans of the areas to be registered?
- ☐ attached a letter from your third party verifier (if that will not be Hurunui District 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?

Collection of information

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of registering under the Food Act 2014
- The recipient of this information, which is the agency that will collect and hold the information, is the Hurunui District Council, PO Box 13, Amberley, 7441 and the Ministry for Primary Industries, PO Box 2526, Wellington 6140.
- Some of the information collected will be displayed on a public register
- The collection of information is authorised under section 53 or section 83 of the Food Act 2014, whichever applies. The provision of this information is necessary in order to process an application for registration under either section 53 or section 83
- The supply of this information is voluntary
- 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 sections 54 and 57 or sections 84 and 87, of the Food Act 2014, whichever applies and
- Under Principles 6 and 7 of the Privacy Act 2020, 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 Hurunui District Council 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 Hurunui District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

Details for site addresses to be registered

Legal name(s) of site operator		NZ business number	Site trading name	Physical address	Vehicle registration numbers	Site day-to-day manager position
the registered company, partnership or individual. <i>This is for template food control plan registrations only.</i> <i>Tick box to confirm company registration certificate is attached for any limited liability companies</i>		where applicable	trading name or business name.	the location of actual site. <i>Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse.</i>	for mobile businesses only	the job title of the manager of each site.
e.g. ABC Foods Limited ☒			e.g. Yummy CakesRUs, Wellington Store	e.g. 123 Cakes Road, Faketown 1234 ☒		e.g. Store Manager
SITE 1	☐			☐		
SITE 2	☐			☐		
SITE 3	☐			☐		
Vehicle details (registration)						
VEHICLE 1						
VEHICLE 2						
VEHICLE 3						
VEHICLE 4						

