



To: Hurunui District Council  
PO Box 13  
Amberley

Phone: 03 314 8816  
Email: [licensing@hurunui.govt.nz](mailto:licensing@hurunui.govt.nz)

## **A food business with only one site**

### **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)
- If you are applying for a National Programme (NP) registration, you can 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 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.
- 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 *HL123*.
- Details of payment of your application fee.

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### **What type of registration are you applying for?**

- Template Food Control Plan = \$200.00 Registration Annually
- NP 3 = \$150.00 Registration every two years
- NP 2 = \$150.00 Registration every two years
- NP 1 = \$150.00 Registration every two years

(Hint: You will know which type of registration after you have completed the scope of operations document.)

### **If you were registered before 1 March 2016, what was your registration ID number?**

## Who is the operator of the food business?

<b>Legal Name(s) of Operator (e.g. registered company, partnership or individual):</b>	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office ( <a href="http://www.companies.govt.nz">www.companies.govt.nz</a> )		
<b>NZ Business Number</b>	If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see <a href="https://www.business.govt.nz/companies">https://www.business.govt.nz/companies</a>		
<b>Trading Name, if any (i.e. 'Trading As'):</b>	<input type="checkbox"/> Same as legal name above		
<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>		<b>Physical / Courier Address (if different to Postal Address)</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Town/City</b>		<b>Town/City:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Country:</b>		<b>Country:</b>	
<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.		<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.	
<b>Contact Person Details</b>			
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.			
<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.		
<b>Operator day-to-day manager name and position</b>	<b>Name:</b>		
	<b>Position:</b>		

## Who will be doing your verification?

<b>Council</b>	<input type="checkbox"/>
<b>Other – insert name of verification agency</b>	<input type="checkbox"/> I have attached a confirming letter from my verification agency.

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

<input type="checkbox"/> Scope of Operations attached.
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## Applicant Statement

<b>I confirm that:</b>			
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) 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			
4) The operator of the food business is able to comply with the requirements of the Food Act 2014.			
<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## Payment & Contact details

<b>Application Fee</b>
<b>Template Food Control Plan \$200.00</b>
<b>National Programme \$150.00</b>
Email: <a href="mailto:licensing@hurunui.govt.nz">licensing@hurunui.govt.nz</a>
Payment can be made to Hurunui District Council, Westpac, <b>03-0802-0946666-00</b> .
If paying by internet banking please include in the reference field the words <b>FOOD</b> and your <b>NAME</b> or <b>COMPANY NAME</b> so our accounts department can identify who the payment is for.

## Final Check before sending your application to Hurunui District Council, PO Box 13, Amberley

Have you:

- filled this form in completely and legibly?
- attached completed the scope of operations document?
- attached a letter from your verifier if that isn't 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 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 MPI, PO Box 2526, Wellington 6140; and Hurunui District Council, PO Box 13, Amberley 7441
- 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, 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
- 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 section 54 and 57 or section 84 and 87, of the Food Act 2014, which ever applies
- 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 and 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 Ministry for Primary Industries or 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.