

Before completing this form, please check that you have the required information

- The completed scope of operations document. You can find this at www.mpi.govt.nz/foodact
- If you are applying for a National Programme (NP) Registration, you may choose your verifier. A confirmation letter from your verifier must be attached 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 that Council verify businesses registered under an MPI template food control plan, unless the business chooses to operate the food control plan in more than one district and/or predominantly wholesale their food.
- If any of the businesses covered in this application are a registered limited liability company, a copy of the company registration certificate. See www.companies.govt.nz
- Registration information for every address covered in this application.
- A floor plan of the business.
- Confirmation 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 had a food control plan registered with either the Ministry for Primary Industries or Waitomo District Council before 1 March 2016, please ensure you have your previous registration ID on hand. These are ID's such as FSA-JBIP-12345 or WEBB-12345.
- Application Fee.

Registration

What type of registration are you applying for?

(You will know which type of registration is appropriate for your application once you have completed the Scope of Operations document)

- MPI Template Food Control Plan: Food Service, Care Safe and Specialist Retail
- National Programme 3
- National Programme 2
- National Programme 1

If you had a food control plan registered before 1 March 2016, what was your registration ID number(s)?

Applicant Details

This section is for the owner or person in control of the food business.

*(If you are applying for a National Programme registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan, the table on **page 3***** is for listing your other businesses and information.*

Legal Name(s) of applicant (individual, partnership or registered company)

Please attach a copy of the company name registration from the NZ Companies Office, www.companies.govt.nz

New Zealand Business Number

If you have a New Zealand Business (NZBN), please provide this. For more information about NZBN's including how to get one, visit www.business.govt.nz/companies

Trading Name, if any (i.e. trading as)

OR

- Same as legal name above

Physical Address of the Premises

This is the physical address of the building(s) to be covered by the food control plan or national programme. If more than one premises is to be covered, please list the primary address here and ensure any others are listed on the table on page 3*

Physical address of the premises (number, street/road, town)

Applicant Address and Contact Details

You must provide this information to be registered. However, if the address is a dwelling/house, you may ask that the address is withheld from the public register by ticking the box below.

Postal address (include post code and country)

This address is a private dwelling/house and I wish it to be withheld from the public register.

Physical/courier address (if different to postal)

This address is a private dwelling/house and I wish it to be withheld from the public register.

Contact Details

The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Please contact Waitomo District Council if the details change.

Full Name

Postal address (include post code and country)

Contact Numbers

Phone

Mobile

Fax

Email

By providing an email address you consent to being sent information and notifications electronically, if required

Day-to-day Manager Details

Full Name

Position held

Verification Provider

Who is your verifying agency?

Waitomo District Council (note: the Council contracts Waipa District Council staff to undertake the verifications)

Other - please provide name of verifying agency below

I have attached a confirming letter from my verification agency

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 elsewhere) that are regulated under the Food Act 2014.

I also confirm that:

4. I am authorised to make this application on behalf of the operators; and
5. Every operator of the food businesses covered by the Food Control Plan 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
6. Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

Full Name

Position held

Signature

Date

Final Check before submitting your application to Waitomo District Council

Have you:

- Application form fully completed and legible
- Scope of Operations document fully completed
- Confirmation letter from you verifier (if this is not Waitomo District Council)
- Read and signed the Applicant Statement
- Included the fee payment

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.
- The recipient of this information, which is the agency that will collect and hold the information is the Ministry of Primary Industries, PO Box 2526, Wellington 6140 and Waitomo District Council, PO Box 404, Te Kuiti 3941.
- 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, however 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 Waitomo District Council is official information and may be subject to a request made under the Local Government Official Information and Meetings Act 1987
- If a request is made under the Act for information you have provided in this application, Waitomo District Council must consider any such request in accordance with its obligations under that Act and any other applicable legislation.

Details for other Sites

Legal names(s) of site operator (e.g. individual, partnership or registered company) This is for template food control plan registration only. Tick the box to confirm the company registration certificate is attached for any limited liability companies)	NZ Business Number (where applicable)	Site trading name, if any (i.e. trading as)	Street/physical address (location of actual place) Tick the box if you wish the address to be withheld from the public register because it is a private dwelling/house)	Vehicle registration numbers (for mobile businesses only)	Site day-to-day manager position
e.g. ABC Foods Limited <input checked="" type="checkbox"/>		e.g. Yummy Cakes, Wellington Store	123 Cake Road, Faketown 1234 <input checked="" type="checkbox"/>		e.g. Store Manager
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
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Definitions

In this agreement, the words "we", "us" and so on mean Waipa District Council (WDC) or any contractors, and we have used "you" and so on to mean the customer named in the verification agreement.

In these terms the words "**service**" and "**services**" cover the services we have agreed to provide (and anything else we do at your request) which are described below.

"The Act" means the Food Act 2014 and any amendments to that Act or Regulations made under the Act such as the Food Regulations 2015.

"The programme" means the risk based measure, National Programme (Level 1, 2 or 3), the customer is required to operate under.

Period of Agreement

Subject to the other provisions of these terms, our obligations to each other start on the start date and end on the termination of the agreement, except where those obligations are expressly stated to survive termination. Either party may terminate this agreement with not less than 14 days notice to the other party.

Preconditions or Conflicts of Interest

If any staff from WDC have been involved in the design of your food premises or procedures, we cannot act as your verifier. We aim to undertake the agreed services in an independent and impartial manner at all times. WDC has been approved by the Ministry for Primary Industries (MPI) as a recognised verifier under the Act.

Nature of the Services

We will verify your food safety practices as required during the term of this agreement and (where appropriate) report your compliance with the programme and with the relevant provisions of the Act to your registration authority and/or MPI.

We will obtain such evidence as we consider sufficient to enable us to draw reasonable conclusions as to whether or not you are complying with the programme and with the relevant provisions of the Act. The nature and extent of our procedures will vary according to our assessment of your systems, premises and practices, and, where we wish to place reliance on it, your internal control framework.

We will report in writing any matters we consider important and requiring attention.

If we believe there are potential food safety or suitability issues eg product recall, complaints received, on direction from MPI or your registration authority, we may carry out unscheduled verification of a business. Additional fees may be incurred in these circumstances.

Purpose of the Services

Our services are designed to monitor compliance with the risk based measure and with the relevant sections of the Act. If any deficiencies in internal controls and practices, not strictly relevant to the verification, come to our attention, we will advise you of these, but we only aim to identify deficiencies within the scope of the verification.

Any other services we may provide from time to time at your request are distinct from our function as verifiers and may be refused if this would generate a conflict of interest with regards to your verification.

Our agreeing to provide the services does not constitute a permit, authorisation, or other permission under any Act, Regulation, or Bylaw. Our verification does not remove your liability for the consequences of failure to comply with any Act, Regulation, Bylaw, or other requirement.

Standard of Service

When we provide services to you, we will use our best endeavours to:

- provide the services with care and skill
- ensure your verifier is knowledgeable and competent to verify your specific food business operations. This may include contracting a Technical Expert to assist us in the verification your food business
- provide the services within a reasonable time or within any agreed time limit
- provide a reliable service although we do not guarantee it will be fault free
- provide a report your registration authority within 10 working days of completing the verification in any situation where WDC is not the registration authority, or where the registration authority is MPI, information required in the format specified within 10 days of the end of the calendar month.

Confidentiality

All communications between us (the agency) and you (the customer) are treated with strict confidentiality. All electronic records maintained by us are only accessible by approved staff. You may request a copy of any correspondence on your customer file at any time, eg, a past verification report. A Food Safety Officer or MPI representative may request verification information from us or you. We will notify you if any such person requests such information from us about your food business. 4

Any corrective actions or non-compliances identified during the verification process of your business will be notified to the applicable registration authority and/or MPI.

Complaints and disputes

If you have a complaint in relation to our services, or the person conducting them, or you dispute any recommendation put forward by your verifier, or you would like to comment on the service you received, please contact the Team Leader Environmental Services. We document all complaints, disputes and compliments in an attempt to continually improve our service under our Quality Management System. All complaints or disputes are confidential.

Your General Responsibilities

Within 14 days you must advise us of a change of verifier.

To enable us to properly carry out our statutory responsibilities as a recognised verifier, you must maintain records which comply with the requirements of the Template Food Control Plan or National Programme (level 1, 2 or 3 as applicable) and which contain sufficient detail to enable us to ensure that:

- The food preparation tasks identified in your program are being properly carried out by appropriate staff who have been suitably trained and instructed
- Any restrictions or conditions placed on registration are being complied with
- You notify us of any further information, including any post verification events, which may have a bearing on our verification responsibilities. This must include changes to the scope of your operation or significant changes
- All information you give us needs to be correct and complete

Our Charges

Verification fees are prescribed within WDC fees and charges, these are subject to annual review and are publicly notified through the Annual Plan process. We will provide you with an invoice that must be paid by the 20th of the following month.

Our Right to Suspend or Restrict Any Service

If your registration is revoked, surrendered or substituted, or if you do not pay our charges or meet any other responsibilities you have to us, we may suspend or restrict the services at any time. Such activities will be reported to the registration authority and/or MPI.

Our Right to Stop Providing the Service

If your registration is revoked, surrendered or substituted, or if you do not pay our charges or meet any other responsibilities you have, we may stop providing any of our services to you. This right is additional to any other right or remedy we may have against you under the Act. Otherwise, where we have agreed to provide a service for a minimum period, we will continue providing it until the end of that period, and we will notify you with 14 days before we stop providing the service.

More Than One Customer

Every person named as a customer in this agreement must meet all of your responsibilities under this agreement.

Sending Invoices and Notices

We will send invoices and other notices to the last address you have given us. We can assume any invoice or notice we send by post has been delivered 5 days after we post it. Please tell us if you change your address.

Verification agreement records

All verification agreements will be kept on our records for a minimum of 4 years in relation to our record keeping requirements under the Food Act 2014. Verification reports are retained indefinitely.

Changing These Terms

Any changes to the terms of this agreement must be in writing and signed by us.