

# 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](mailto: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](http://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](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.
- Details of payment of your application fee.

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

- Template Food Control Plan = \$300.48 application & annual registration
- National Programme 1 = \$300.48 application fee & registration every two years
- National Programme 2 = \$300.48 application fee & registration every two years
- National Programme 3 = \$300.48 application fee & registration every two years

(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)

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### 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](mailto:licensing@hurunui.govt.nz)

## 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>Please note:</b> for additional site address details, please fill out the table on page 5 of this form.			
<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) 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.			
<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## Payment information

<b>Application Fee</b>
<b>Template Food Control Plan or National Programme: \$300.48</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 or emailing to [licensing@hurunui.govt.nz](mailto: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> Tick box to confirm company registration certificate is attached for any limited liability companies	where applicable	trading name or business name.	the location of actual site.  Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse.	for mobile businesses only	the job title of the manager of each site.
e.g. ABC Foods Limited <input checked="" type="checkbox"/>		e.g. Yummy CakesRUs, Wellington Store	e.g. 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/>		e.g. Store Manager
<b>SITE 1</b>	<input type="checkbox"/>		<input type="checkbox"/>		
<b>SITE 2</b>	<input type="checkbox"/>		<input type="checkbox"/>		
<b>SITE 3</b>	<input type="checkbox"/>		<input type="checkbox"/>		
Vehicle details (registration)					
<b>VEHICLE 1</b>					
<b>VEHICLE 2</b>					
<b>VEHICLE 3</b>					
<b>VEHICLE 4</b>					