



Application for Licence or Registration

ENVIRONMENTAL HEALTH OFFICE

Made under the Health Act 1956 and the Regulations and Bylaws pursuant to the Act

Complete all sections and enclose all relevant fees and certificates

Send or deliver your application to: **Environmental Health Office, Private Bag 601, Paraparaumu 5254 or deliver to 175 Rimu Road, Paraparaumu. For enquiries phone 04 296 4700**

Business details

New business: Yes No Change of occupier: Yes No

Street address of premises: _____

Suburb: _____

Vehicle registration (only if application is for a mobile premises): _____

Trading name: _____

Type of business (for which licence or registration is sought): _____

Grease trap: Yes No Type of grease trap: _____

Applicant details

Full names of owners or company: _____

Postal address for all correspondence: _____

Phone: (day) _____ (night) _____ (mobile) _____

Fax: _____ Email: _____

Other details

Number of staff: _____ Number with Food Hygiene Training Certificates (attach copies): _____

Number of seats (for restaurants, cafes, bars and hairdressers): _____

Starting date (for new business or change of occupier): _____

Contact person or manager: _____

Name of applicant or agent of business/company (printed): _____

Signature of applicant or agent of business/ company: _____ Date: _____

Food Premises – fees and grading system

Fee Structure

Our fee structure reflects the time it actually takes to regulate potentially high risk premises. The fees are based on risk (size of premises and type of activity carried out) and your grading (standard of hygiene, workplace practices and training of staff). The better your grade is the lower the fee will be.

A grade premises are entitled to one assessment per year, so it is important to always maintain excellent standards if you want to keep this grading on your one assessment of the year.

B grade premises are entitled to two assessments per year, D grade premises are entitled to three. If you are graded as E immediate closure or prosecution will be considered.

New owners will be given an N grading. This grade shows you are a new operator and you are being given time to get your systems in place prior to final grading.

It is important that you understand what grade has been given to your premises and how you can improve it. We wish to encourage all food business to strive for an excellent grade. To achieve an excellent grade, premises must score at least 4 in three of the four categories and a 5 in at least one of them. This would mean maintaining the following standards:

- Suitable premises with no serious deficiencies in construction, layout and repair
- Conduct and practices that are of a very high standard with minimal risk of contamination as result of human error
- An effective written cleaning programme that is recorded and signed off
- At least 80% of staff (including the supervisor) trained in food hygiene to an NZQA approved level or equivalent.

Start-up

The application form for a certificate of registration is to be completed as soon as possible. For new premises you will be advised of the appropriate fee for the certificate of registration once your application has been assessed. This fee must be paid and your premises approved to open prior to trade commencing. In the case of a change of ownership, you will be invoiced for the change of ownership fee, issued an N grading and will be graded within 2 months of you transferring the ownership of the premises.

Privacy Information

The information you have provided on this form is required to process your application for a licence or registration under the Health Act 1956 and associated regulations and bylaws. Under the Privacy Act 1993, you have the right to see and correct the personal information Consents and Compliance Department holds about you.