

APPLICATION FOR RENEWAL OF FOOD REGISTRATION – FOOD ACT 2014

Food business – single site

Send or deliver your application to:

Food Licensing Officer

Kāpiti Coast District Council

Private Bag 60601, Paraparaumu 5254

175 Rimu Road, Paraparaumu 5032

Telephone (04) 296 4700, Toll Free: 0800 486 486

1. What type of registration are you applying for?

- | | |
|---|-------------------------------|
| <input type="checkbox"/> Template Food Control Plan (choose the plan) | <input type="checkbox"/> NP 3 |
| <input type="checkbox"/> March 2017 Template Food Control Plan | <input type="checkbox"/> NP 2 |
| <input type="checkbox"/> Simply safe and suitable | <input type="checkbox"/> NP 1 |

2. 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)

Trading Name, if any (i.e. 'Trading As'):

- Same as legal name above

3. Operator Address and Contact Details

Note: You must provide this information to be registered. However, if the address is a private dwelling/house, you can instruct that the address is withheld from the Public Register by ticking the box below.

Postal Address:

Number/ PO Box/Street:

Suburb:

City:

Postcode:

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

Physical / Courier Address:

Number/ PO Box/Street:

Suburb:

City:

Postcode:

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

4. Contact Person Details

Note: The contact details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. It is important that you contact Kapiti Coast District Council if these details change.

Business Telephone:	Mobile:
Email: <i>Note: By entering an email address you consent to being sent information and notifications electronically, if required.</i>	
5. Operator day-to-day Manager	
Name	Position
6. Have you made any changes since last registration	
<input type="checkbox"/> I have made changes to structure : <i>if yes please describe and attach plans</i>	<input type="checkbox"/> I have made changes to scope of registration: <i>if yes please describe any changes to food processes and target market</i>
7. VERIFICATION	
Name of Verification Agency:	
Date of Last Verification	Date of Next Verification:
<input type="checkbox"/> Verification agency has not changed: <input type="checkbox"/> Verification agency has changed – <i>attach letter of confirmation from your verification agency</i>	
8. 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) 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.	
Name:	Job Title:
Signature	Date

9. Final check before lodging your application – Have you:

- Filled this form in completely and legibly?
- Attached site plan and fit-out details if there are changes?
- Attached a letter from your verifier – if you changed verifiers?
- Attached copies of company registration certificates if you have made changes to your company?
- Read and signed the Applicant Statement?
- Attached the fee?

Note: If you are unsure of the fee please ask a Food Licensing Officer or see <http://www.kapiticoast.govt.nz/services/A---Z-Council-Services-and-Facilities/Fees-and-Charges/Environment-Health-Fees/>

10. 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 Kapiti Coast District Council.
- A copy of this information will also be provided to and held by 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, 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 of the Food Act 2014.
- 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 Kapiti Coast District Council is official information and may be subject to a request made under the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- If a request is made under LGOIMA for the information you have provided in this application, Kapiti Coast District Council must consider any such request in accordance with its obligations under LGOIMA and any other applicable legislation.
- All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.
- If a request is made under the Official Information Act for information you have provided in this application, the Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.