

## ENVIRONMENTAL SERVICES

### Food business with more than one site

# Application for Multi Site Food Registration

Food Act 2014

#### Before you start, let's check that you have everything you will need:

- The law requires Councils to verify businesses registered under the Template Food Control Plan (FCP) unless you are a mobile food business trading outside of the Waimakariri District area. In this situation you will need to have a **third party verifier** confirmed as part of your application for registration
- If your business is a registered limited liability company, a copy of the company registration certificate must be attached to this application. See **companies.govt.nz**
- You need to make sure you can confirm that the operator of the food business is a 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: Please see page 3.

If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.

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

Template Food Control Plan

National Programme 1

National Programme 2

National Programme 3

Provide a description of your business, what you do and how you operate:

#### What type of structure is your business?

Limited Liability Company

Sole Trader

Partnership

Other: \_\_\_\_\_

New Zealand business number: \_\_\_\_\_

If you have a New Zealand business number (NZBN), please provide this. For more information about NZBN's, including how to get one, see [business.govt.nz/companies](https://business.govt.nz/companies)

I have attached a copy of the company name registration from the New Zealand Companies Office ([companies.govt.nz](https://companies.govt.nz)).

Trading name, if any (i.e. 'Trading As'): \_\_\_\_\_

Same as legal name above.

Vehicle registration number (if applicable): \_\_\_\_\_

**NOTE:** If you are a mobile food business trading outside of the Waimakariri District area you will need to have a **third party verifier** confirmed as part of your application for registration.

### Operator address and contact details

Legal name(s) of operator (e.g. registered company, partnership or individual): \_\_\_\_\_

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.

**NOTE:** For additional site address details please fill in page 5 also.

Postal Address		Physical / Courier Address (if different to Postal Address)	
Address:		Address:	
Town/City:		Town/City:	
Postcode		Postcode:	
Country:		Country:	
This address is a private dwellinghouse and I wish it to be withheld from the public register.		This address is a private dwellinghouse and I wish it to be withheld from the public register.	

### Contact person details

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

Mobile: \_\_\_\_\_ Other telephone no: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE:** By entering an email address you consent to being sent information and notifications electronically, if required.

### Operator day-to-day manager name and position

Name: \_\_\_\_\_

Position: \_\_\_\_\_

### Who will be doing your verification?

Council      Third party verification agency

Name of third party verification agency: \_\_\_\_\_

(for national programme registrations and mobile food premises that operate across different council boundaries).

I have attached a confirming letter from my verification agency.

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

Scope of operations attached.

What is your intended opening date? \_\_\_\_\_

### 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
2. The information supplied in this application is truthful and accurate to the best of my knowledge and belief
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 a 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
5. The operator of the food business is able to comply with the requirements of the Food Act 2014
6. I have contacted the duty planner to check my activity is permitted at my intended business site location.

Name: \_\_\_\_\_ Job title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

### Payment required at time of lodging application

#### Details of payment of your application fee:

- Template Food Control Plan \$250.00 plus hourly rate after one hour (incl. GST)
- National Programmes \$188.50

Please make payments payable to Waimakariri District Council.

### Final check

**Before sending your application to Waimakariri District Council, Private Bag 1005, Rangiora 7400, have you:**

Filled this form in completely and legibly?

Attached the completed scope of operations document?

Attached scale plans of the areas to be registered?

Attached a letter from your verifier (if that will not be an inspector from the Waimakariri 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 Waimakariri District Council, Private Bag 1005, Rangiora 7440
- 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 Waimakariri 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 Waimakariri 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 other addresses

If additional rows are necessary, please attach a file (e.g. spreadsheet) to your application with all of the information required below and email to [IM@wmk.govt.nz](mailto:IM@wmk.govt.nz).

Legal name(s) of site operator	NZ business number	Site trading name	Street/Physical address	Vehicle registration numbers	Site day-to-day manager position
e.g. registered company, partnership or individual. <i>This is for template food control plan registrations only.</i> <i>Tick box to confirm company registration certificate is attached for any limited liability companies</i>	<i>(where applicable)</i>	if any (i.e. 'Trading As')	location of actual place <i>Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse.</i>	<i>(mobile businesses only)</i>	
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

SITE 1					
SITE 2					
SITE 3					
SITE 4					

### Vehicle details (registration)

VEHICLE 1	
VEHICLE 2	
VEHICLE 3	
VEHICLE 4	