

## Application for: Significant Change in Circumstances to National Programmes under the Food Act 2014

An application for registration of significant change in circumstances to National Programmes is required if you have made any of the following changes as per Section 81, Food Act 2014:

1. Any change in any of the information that the operator has provided under section 83(b) to (h) in respect of the application for registration of the food business:
  - The full name and business address of the operator of the food business; and
  - Operator's physical address and electronic address; and
  - The trading name of the food business; and
  - The physical address or, if appropriate, the location of the food business and is nominated home base; and
  - The scope of operations of the food business; and
  - Change of verification agency.
2. Any change in the nature of the food business that would affect the level of national programme applicable to that food business. (*Note: if the change in your scope of operations results in a change to your registration type from a national programme to a food control plan, you will need to apply for a food control plan registration.*)
3. Any death, bankruptcy, receivership, voluntary administration, or liquidation of the operator of the food business.

Examples of Significant Change in Circumstances that will incur an application fee	Examples of Changes in Details that are free of charge
<ul style="list-style-type: none"> <li>• Changing location or adding new premises to a multi-site National Programme registration</li> <li>• Changes to scope of operation that are outside your current scope on certificate</li> <li>• Major alterations to facilities or equipment</li> <li>• Changing the business structure where this impacts on the overall operation</li> </ul>	<ul style="list-style-type: none"> <li>• Change of company director if the rest of the business stays the same e.g. new franchise operator</li> <li>• Minor changes to processes that are still covered in the plan</li> <li>• Change of verification agency</li> <li>• Change in your contact details e.g. email, phone, or trading name</li> <li>• Minor changes to products, processes or plan</li> </ul>

**Details**

**Business this relates to:**

<b>Name of Food Business</b>		<b>Certificate number:</b> E.g. HDC00...	
<b>Legal Name(s) of Operator</b>			
<b>Address of Food Business</b>			
<b>Vehicle registration number (if a mobile shop)</b>			

<b>Details of the verifier or verification agency that will carry out the verification functions in respect of the food business</b>	
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**Please provide your contact information:**

<b>Contact Person Details</b> (Provide the contact details of the person informing us of these changes):			
<b>Name</b>		<b>Position</b>	
<b>Phone</b>		<b>Alternative telephone</b>	
<b>Email</b>			

**Please provide contact information of the person who is responsible for the day-to-day management of the food (as nominated by the person in control of the food business) if different from above.**

<b>Contact Person Details</b>			
<b>Name</b>		<b>Position</b>	
<b>Phone</b>		<b>Alternative telephone</b>	
<b>Email</b>			

## Significant Change

<b>What is the amendment to your business:</b>	<input type="checkbox"/> Changing location or adding new premises (must also be a National Programme) to a registration <input type="checkbox"/> Changes to scope of operation that are outside your current registration <input type="checkbox"/> Major alterations to facilities or equipment <input type="checkbox"/> Changing the business structure where this impacts on the overall operation <input type="checkbox"/> Other significant change in circumstances
<b>Provide the details of the amendment:</b>	

## Changes in other details (free of charge):

<b>What details are you changing:</b>	<input type="checkbox"/> Change of owner if the rest of the business stays the same e.g. new franchise operator using the same systems <input type="checkbox"/> Minor changes to products or processes that are still covered in the plan e.g. Reheating pre-packaged meals, Packing lollies etc <input type="checkbox"/> Change of verification agency <input type="checkbox"/> Change in your contact details e.g. email, phone, postal address <input type="checkbox"/> Minor changes to products, processes or plan
<b>Provide the details of the changes:</b>	

## Changes to the scope or type of registration?

The type of registration you currently have and the scope of operation is listed on your certificate e.g. Retailer that handle food (but do not prepare or manufacture food); Manufacturer of shelf-stable condiments.

If you want to change the scope of operation, please complete a new Scope of Operation form including all the new activities.

## 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) 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.			
<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

## Attachments

<b>Attach the following:</b>
<input type="checkbox"/> Attach a copy of the floor plan of the premises if you are making significant change to where you operate from.
<input type="checkbox"/> Attach a copy of a letter from your verification agency if you are changing agencies.
<input type="checkbox"/> Attach a copy of the scope of operations form if you are changing your scope – you can download and complete this form from the MPI website at <a href="http://www.mpi.govt.nz">www.mpi.govt.nz</a>

## Fee & Payment details

### Payment Options:

#### **There is a fee for significant change in circumstances**

For fees, please refer to the Hastings District Council website [www.hastingsdc.govt.nz/fees](http://www.hastingsdc.govt.nz/fees).

Fees must be paid once you receive an invoice.

If paid On-line or by Internet Banking proof of payment must be submitted with this application.

Change of contact details e.g. email, postal address where no new certificate required: Free of charge

#### **You can pay in these ways:**

- Account Name:** Hastings District Council District Fund Account **Account:** 030642 0281000 00  
**Particulars:** HDC **Reference:** Application No. e.g. HDC0000001

## What happens next?

### Once you have submitted your notification:

If you are making a significant change in circumstances or need a new certificate it will be sent out to you in the post.  
If you have notified us of a significant change in circumstances, this may require a verification within six weeks.

### 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; and
- The recipient of this information, which is the agency that will collect and hold the information, is Hastings District Council, Private Bag 9002, Hastings 4156 and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 51 & 81 of the Food Act 2014, which ever applies. The provision of this information is necessary in order to process an application for registration under section 53; and
- The supply of this information is voluntary; but
- 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 84 and 87 of the Food Act 2014; and
- 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 Hastings 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 Hastings District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.