



HASTINGS
DISTRICT COUNCIL

Application for registration under the Food Act 2014

A food business with more than one site

Environmental Health
Hastings District Council
Lyndon Road East
Hastings 4122

Contact Details:

Phone: 06 8715000
Fax: 06 8715115

Postal Address:
Private Bag 9002
Hastings 4156

www.hastingsdc.govt.nz

Application form for registration of a Food Control Plan or National Programme

Background

The Food Act 2014 came into force on 1 March 2016. The Act applies to all new food businesses.

The Act brings in the following new food safety measures:

Food Control Plans

A food control plan sets out the steps a business making or selling higher-risk foods needs to take to make safe food. It is used to identify food safety risks, and to show how they're being managed. Further information on FCPs can be found at the following link:

<https://www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/>

National Programmes

A national programme is the way that lower-risk food businesses operate under the Food Act 2014. Further information on National Programmes can be found at the following link:

<http://www.mpi.govt.nz/food-safety/food-act-2014/national-programmes/>

Where does your business fit in the new food regime?

To help you find out what food safety measure your business needs to operate under, the Ministry of Primary Industries (MPI) have developed a “where do I fit tool?” at the following address:

<http://www.mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/>

Verification of Food Control Plan or National Programme

Your business will need to be verified (audited) when you first register it. For information on the frequency of subsequent verifications required for food businesses, please contact an Environmental Health Officer at the Hastings District Council.

Application form

This application form is for the registration of a Food Control Plan or National Programme. It **does not** cover the fees associated with verification activities.

Fees

Fees for registration and verification are based on the time taken to undertake these activities. Fees for verification work are invoiced separately once the verification has been undertaken. Please contact an Environmental Health Officer at the Hastings District Council for further details about fees.

Completing the application form

Before you start, please check that you have everything you will need:

		Tick where provided
1.	The completed scope of operations document. Find this at www.mpi.govt.nz	<input type="checkbox"/>
2.	If you are applying for a National Programme (NP) registration, you can choose your verifier. You will need a confirming letter from your verifier to attach to this application. A list of recognised verification (or audit) agencies can found be on the MPI website, under 'registers and lists'. The law requires Councils to verify businesses registered under the template food control plan.	<input type="checkbox"/>
3.	If your business is a registered limited liability company, a copy of the company registration certificate. See www.companies.govt.nz	<input type="checkbox"/>
4.	You need to make sure you can confirm that the operator of the food businesses 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.	<input type="checkbox"/>
5.	If you were registered with either the Ministry for Primary Industries (MPI) or your local council before 1 March 2016, please make sure you have your previous registration IDs on hand. These are IDs such as <i>FSA-JBIP-12345</i> or <i>WEBB-12345</i> .	<input type="checkbox"/>
6.	If you are applying to register a Food Control Plan, you will need to fill out the Food Control Plan template link to templates . (If you are not sure which template to complete, please contact an Environmental Health Officer at the Hastings District Council.	<input type="checkbox"/>

Lodging the application

When you are ready to lodge the application, please contact an Environmental Health Officer to make an appointment (as they will need to review the documentation supplied with you, including the Food Control Plan).

Application form

1. What type of registration are you applying for?

<input type="checkbox"/> MPI template food control plan: Food Service, and Food Retail		
<input type="checkbox"/> NP 3	<input type="checkbox"/> NP 2	<input type="checkbox"/> NP 1
(Hint: You will know which type of registration after you have completed the scope of operations document.)		
If you were registered before 1 March 2016, what was your registration ID number?		

2. Who is the operator?*

(*Hint: This section is for the owner or person in control of the food business. If you are applying for an NP registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan and section 5 below is for the other businesses and addresses.)

Legal Name(s) of Operator (e.g. registered company, partnership or individual):	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)
NZ Business Number	If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see https://www.business.govt.nz/companies
Trading Name, if any (i.e. 'Trading As'):	<input type="checkbox"/> Same as legal name above

3. Operator Address and Contact Details

You must provide this information to be registered. However, if the address is a dwelling/house, you may ask that the address is withheld from the public register by ticking the box below.			
Postal Address		Physical / Courier Address (if different to Postal Address)	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Country:		Country:	
<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.		<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.	

4. 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 MPI if the details change.			
Mobile.		Other telephone.	
Email			
Operator day-to-day manager name and position	Name:		
	Position:		

5. Details of each individual site

Please attach extra sheets as necessary to allocate to the information required below:	
Legal name(s) of site operator (e.g. registered company, partnership or individual). (This is for template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies) e.g. ABC Foods Ltd <input type="checkbox"/>	
NZ Business Number (where applicable)	Site trading name, if any (i.e. 'Trading As'): e.g. Yummy Foods Ltd
Street/Physical Address (location of actual place) (Tick box if you wish the address to be withheld from the public register because it is a private dwelling/house) <input type="checkbox"/>	
Vehicle Registration numbers (mobile businesses only)	Site day-to-day manager position

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

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

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

6. Who will be doing your verification?

Council	<input type="checkbox"/>
Other – insert name of verification agency	<input type="checkbox"/> I have attached a confirming letter from my verification agency.

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

<input type="checkbox"/> Scope of Operations attached.
--

8. For businesses operating under a Food Control Plan, have you completed the Food Control Plan template?

<input type="checkbox"/> Food Control Plan template completed? <input type="checkbox"/> N/A

9. 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) 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 elsewhere) that are regulated under the Food Act 2014; and			
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.			
Name:		Job title	
Signature:		Date	

Collection of 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 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; and
- The supply of this information is voluntary; and
- 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; 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 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 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.

WATER SERVICES BYLAW

Please read the following information and contact the Trade Waste Officer at the Hastings District Council if you have any questions (06 871 5000).

Introduction

As a business preparing and selling food from your business premises, you need to refer to the Building Act, the Hastings District Council Water Services Bylaw and the Environmental Health Act.

Building Act

The Building Act stipulates that all premises, other than domestic dwellings, carrying out trade that is likely to result in fat, oil or grease in the waste discharge shall install a grease trap.

Water Services Bylaw

The Water Services Bylaw sets limits on the wastewater discharged to the Council sewers, including Trade Waste.

Schedule 2 of the Water Services Bylaw stipulates what volume, flow rate and what characteristics are acceptable for discharge into the Council sewers before the discharge becomes 'Controlled Wastewater'. Discharge that has less than the limits shown in Schedule 2 is considered to be 'Permitted' and an Approval is not required. If any of the characteristics are over the limits in the schedule then the wastewater is considered to be 'Controlled Wastewater' and Approval is required to discharge.

Most food premises fall into the 'Permitted' category as long as they have an effective way of reducing the amount of oil and grease in their wastewater before it is discharged to the council sewer. Grease traps or other types of grease removal systems are the most common way of reducing oil and grease present in the discharge.

Discharging more than 30mg/Litre (30gms per 1000 Litres of wastewater) of 'floatable oil and grease' and/or 100mg/Litre (100gms per 1000 Litres of wastewater) of 'total oil and grease' is an offence under the Bylaw.

Approval means a prior written approval given in accordance with clause 11 of the Bylaw.

Characteristics refers to the solids, oil and grease, volume, metals etc. present in the wastewater.

Floatable oil and grease (commonly referred to as fat) is any oil and grease that separates out of the wastewater and floats to the top when it cools.

Total oil and grease (commonly referred to as fat) is all oil and grease present in the wastewater whether it is floating or emulsified by cleaning chemicals or additives.

Forms and information online

The Water Services Bylaw and application form for Controlled Wastewater Approval, as well as more information about Trade Waste, are available on the Council website:

www.hastingsdc.govt.nz.

Points from the Bylaw

Schedule 2 of the Hastings District Council Water Services Bylaw applies to all food related businesses. The Key Points to note are:

- Schedule 2 of the Water Services Bylaw outlines what amount of each characteristic is permitted to discharge.
- There are two categories of Trade Waste: Controlled Wastewater and permitted.
- Anyone discharging Controlled Wastewater, without Approval, commits an offence under the Bylaw.