

## Application for: Registration of Significantly Amended Template Food Control Plan under Food Act 2014

An application for registration of significant amendment to a food control plan is required if you have made any of the following changes:

1. An amendment to the physical address or location of the food business identified in the food control plan, or in the case of mobile premises, the nominated home base identified;
2. Any change to the scope of the food control plan or the procedures identified that may have an effect on the safety and suitability of food traded, including:
  - a. major alterations to facilities or equipment; or
  - b. changes to the nature of the business as a result of the merger of 2 or more food businesses or the re-organisation of one or more food businesses;
3. An amendment to the food control plan that has an impact on the safety and suitability of the food, including (without limitation), the hazards and other factors that are reasonably likely to occur or arise;
4. Adding a new place of food business to a multi-site food control plan.

Examples of Significant Amendments:	Examples of Changes in Details:
<ul style="list-style-type: none"> <li>• Changing location or adding new premises to a multi-site 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 owner 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 e.g. cooking chicken</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:

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

#### Please provide your contact information:

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

**Significant Amendments:**

<p><b>What is the amendment to your business:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Changing location or adding new premises to a registration</li> <li><input type="checkbox"/> Changes to scope of operation that are outside your current registration</li> <li><input type="checkbox"/> Major alterations to facilities or equipment</li> <li><input type="checkbox"/> Changing the business structure where this impacts on the overall operation</li> <li><input type="checkbox"/> Other significant amendment</li> </ul>
<p><b>Provide the details of the amendment:</b></p>	

**Changes in Details:**

<p><b>What details are you changing:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Change of owner if the rest of the business stays the same e.g. new franchise operator using the same systems</li> <li><input type="checkbox"/> Minor changes to products or processes that are still covered in the plan e.g. cooking chicken, sous vide</li> <li><input type="checkbox"/> Change of verification agency</li> <li><input type="checkbox"/> Change in your contact details e.g. email, phone, postal address</li> <li><input type="checkbox"/> Minor changes to products, processes or plan</li> </ul>
<p><b>Provide the details of the changes:</b></p>	

## 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. Food Service: Ready to Eat Meal and Snacks

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 amendment to where you operate from. You can send an updated copy of the relevant page from your FCP or draw a floor plan of your premises.
<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 amendment of a Food Control Plan**

**\$155.00** (plus \$155.00 per hour spent processing the application after the first 45 minutes).

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
- By cheque accompanying this form, made payable to Hastings District Council
- By cash or cheque at the District Council Office Lyndon Rd East, Hastings Week days 8.00am to 5.00pm

## What happens next?

### Once you have submitted your notification:

If you are making a significant amendment or need a new certificate it will be sent out to you in the post.

If you have notified us of a significant amendment, this may require a verification within six weeks. This will be included as a condition on your certificate.

### 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.