

Application for Registration of Food Business – Food Act 2014



1a This application is for (tick which plan or programme you are applying to register)

- | | |
|---|--|
| <input type="checkbox"/> Template Food Control Plan (single site) | <input type="checkbox"/> Template Food Control Plan (more than one site) |
| <input type="checkbox"/> National Programme 1 (single site) | <input type="checkbox"/> National Programme 1 (more than one site) |
| <input type="checkbox"/> National Programme 2 (single site) | <input type="checkbox"/> National Programme 2 (more than one site) |
| <input type="checkbox"/> National Programme 3 (single site) | <input type="checkbox"/> National Programme 3 (more than one site) |

2a. New registration with Chatham Islands Council (tick all that apply then go to 3)

- New registration with Chatham Islands Council (please select one option below)
Change of Ownership New Premises

2b. Currently registered with Chatham Islands Council and applying to transition

Transition is the term used when a food business changes from registration under the 'old' Food Hygiene regulations 1974 (FHR) to registration under the 'new' Food Act 2014.

CIC License number or SR number:

Currently registered under: (tick)

- Food Hygiene Regulations 1974 VIP/ Voluntary implementation plan (deemed food Control Plan under Food Act 2014)

2c. Significant change to current Food Control Plan or National Programme registration

CIC License or SR number:

Tick one that applies:

- Change of physical location Adding addition site to a multi-size registration
 Change to your scope of Business. Please describe what has changed

3. Type of Business

Please provide a short description of the type of food you make:

What type of plan do you intend to use (please tick):

- Food Control Plan
 Simply safe and suitable food

4. Details of owner

Full legal name of owner or company (name to appear on registration):

Postal address for all correspondence:

Post Code:

Tick here if

 The address listed here is a personal dwelling and you do not want it to appear on the public register

Contact person:

Position held:

Business phone:

Email:

Type of business:

 Sole trader or individual Partnership Limited liability company

NZ Business no:

Other – please describe _____

5. Site details

Full legal name of operator (if different to above)

Trading name of business:

Trading address of business/ location

Post Code: _____

Tick here if:

 The address listed above is a personal dwelling and you do not want it to appear on a public register

Name of day to day manager:

Position held:

Business phone:

Email:

Opening date:

6. Grease Trap

Is there a grease trap at the premises?

If yes – is it shared with another premises or operator?

Type of grease trap, if known Big dipper Passive Grease Converter

Capacity (in litres if known)

7. Food stall or media trader only

Type of vehicle to be associated with business (e.g. van, truck, cart)

Vehicle registration: _____ Where to you intend to trade _____

8. Trading operations

- | | | |
|--|--|--|
| <input type="checkbox"/> Food Retail | <input type="checkbox"/> Manufacture, bake or process food for wholesale | <input type="checkbox"/> Transport, distribute or warehouse food |
| <input type="checkbox"/> Provide Food to pre-school children | <input type="checkbox"/> Food service | <input type="checkbox"/> Grow food |
| <input type="checkbox"/> Extract and pack honey | <input type="checkbox"/> Exempt | |

Tick any of the operations below that describe how you distribute your products or services

- | | | | |
|------------------------------------|---|--|---|
| <input type="checkbox"/> Export | <input type="checkbox"/> Mobile eg food truck | <input type="checkbox"/> Eat in premises | <input type="checkbox"/> Transport provider |
| <input type="checkbox"/> Import | <input type="checkbox"/> Internet sales | <input type="checkbox"/> Takeaways | <input type="checkbox"/> Storage provider |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Market eg food stall | <input type="checkbox"/> Caterer | |
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> On license | <input type="checkbox"/> Home delivery | |

9. Who will do your verifications

Food Control plan

- Wellington City Council
- I agree to pay fees as approved by Chatham Island Council, incurred for verification services. I agree to the terms of engagement for verifications set out in schedule 1

National Programme 1, 2, or 3

- Wellington City Council
- I agree to pay fees as approved by Chatham Islands Council, incurred for verification services. I agree to the terms of engagement for verifications set out in schedule 1

Other verifier:

I have attached a letter from my verification agency confirming I have engaged them to carry out verifications.

10. Collection of information

This information is being collected by Chatham Islands Council, PO Box 24, Chatham Islands 8942 and its contractor Wellington City Council, and will hold this information for the purpose of registering your business under the Food Act 2014. Some of the information collected will be displayed on a public register. We are authorised to collect this information by sections 53 and 83 of the Food Act 2014. Supplying this information is voluntary, but if you do not provide it then we may have to return your application form to you, and we may refuse to register your business under the Food Act 2014. You have the right to access and correct any personal information you have provided to us using the process in the Privacy Act 1993.

Collection of official information

The information you provide to Chatham Island Council is official information and be subject to a request made under the Local Government Official Information and Meetings Act 1987. If a request is made under that Act for information you have provided in this application, Chatham Island Council must consider it, in line with our obligations under the Local Government Official Information and Meetings Act 1987 and any other legislation.

11. Fees and charges

Verification fees and charges are subject to periodic review in accordance with the Act. Fees are payable in advance and are only refundable in certain circumstances. You can also find information about the fees payable for a new business on the information sheet for Registration of Food Business.

12. Acknowledgment

By completing and signing this application, I confirm that:

- I am authorised to make this application as the person with legal authority for the specified business.
- The information supplied in this application is truthful and accurate to the best of my knowledge.
- The operator of every food business covered by this application is a New Zealand tax resident within the meaning of section YD 1 or YD 2 of the Income Tax Act.
- The operator of the food business is able to comply with the requirements of the Food Act 2014
- If the application applies to more than of food business, I have control, authority for the matters covered by the plan.

Signature of applicant: _____ Date: _____

13. How to lodge your application or contact us for more information

Mail: Chatham Islands Council
Attention: Food Licencing
PO Box 24
Chatham Islands 8942

Email: info@cic.govt.nz, Attention: Food Licencing
Phone: 03 3050 033

Schedule 1 – Terms of engagement for verifications

Chatham Islands Council is the regulatory authority and Wellington City Council (“WCC”) is a registered authority under the Food Act 2014 (“Act”) for Food Control Plans (“Plans”) and Food businesses subject to a national programme

The WCC Council is a registered authority under the Food Act 2014 (“Act”) for Food Control Plans (“Plans”) and Food businesses subject to a national programme (“programme”).

The Ministry for Primary Industries (“Ministry”) has appointed the WCC Council a verifier under the Act to verify businesses subject to the plans and the programme.

Under the Act, any appropriately recognised agency or person can verify a business operating under the programme.

The following terms and conditions apply to food business which have agreed with the Council to act as their verifier.

Agreement to verify

1. If your application for Wellington City Council to act as your verifier is accepted, both parties agree that the Plan or Programme on the terms set out below.

Terms and Termination

2. The food business may terminate the agreement with the Council at any time by giving 1 month written notice.

3. The Council may terminate the agreement and stop providing services immediately if the food business is in breach of these terms and conditions or if their registration is revoked, suspended, surrendered or substituted.

Conflicts of interest:

Any member or staff of the Council involved in the design of your food or procedures or who has a family or personal connection with you or your business cannot act as your verifier. We aim to undertake the agreed services in an independent and impartial manner at all times.

Nature and Purpose of Services

5. Council will conduct its verification function under the Act and the Food Regulations 2015 (“Regulations”).

6. Council will obtain all evidence which in its discretion allows it to consider and determine whether a food business complies with the plan or programme and the relevant provisions of the Act and Regulations. The nature and extent of Councils procedures may vary according to the type business, risk assessment and previous compliance history. Council will focus on what is most important for the food safety of the business.

7. At the end of the verification, Council will provide the food business with an outcome report for each verification topic. Possible outcomes are:

- a. Performing (*fully meeting applicable requirements of the Act*);
- b. Conforming (*adequately meeting acceptable requirements of the Act*);
- c. Non-conforming (*applicable requirements of the Act are not fully met by the deficiency(s) are not likely to the safety or suitability of food*) and;
- d. Non-complying (*applicable requirements of the Act are not fully met and findings can be referenced to an offence provision in part 4 of the Act*)

8. If any issues are discovered, Council will work with food business on a plan to address those issues, including setting reasonable timeframes, and the timing of the next verification visit.

9. Council will provide the Ministry with a report of the outcome of the verification visit

Obligations of the food business

10. The food business agrees to provide Council with reasonable access to:

- a. the food business;
- b. information and documents relating to the food business
- c. documents that are required to be kept under the risk measure.
- d. food and to food-related accessories that are used, or ought to be used, in connection with the risk based measure.

The food business warrants that all information and documents provided are complete, true and accurate and up to date and that:

- a. all food preparation tasks are being properly carried out by appropriate staff who have been suitably trained and instructed;
- b. any restriction or conditions placed on the registration
- c. they will notify Council of any further information, including any post-verification events, which may have a bearing on the verification.

Collection of information

11. As noted under “Collection of information” in the application for Registration form, CIC and WCC are required to collect Information which will be used in a public register. Disclosure of this information may be required by law.

Complaints and disputes

12. If you dispute any recommendations put forward by your verifier please contact Food Licensing by email info@cic.govt.nz or come in person to the CIC office to make a complaint. All complaints are held as confidential although the matter may be discussed with the verifier.

Our Charges

13. Verification fees are prescribed with Councils fees and charges structure and are subject to annual review and any changes publicly notified through the annual plan process. Fees are payable in advance and are only refundable in certain cases.

14. Council will send invoices and other notices to the last address you have given us. Council can assume any invoice or notice we send by post has been delivered 5 days after we email or post it. Please tell us if you change address.

Disclaimer

15. A verification under the Act does not constitute a permit, authorisation, or other permissions under any other act, regulation or bylaw. The verification report provided is based on the inspection of the accessible aspects of the food business and represents the Council officers opinion of the observable condition of the building, facilities, equipment, and documents on the day and time of the inspection.

16. The verification report is prepared for the food business and the ministry only. The food business agrees to not disclose the verification report to any third party. The food business agrees to indemnify defend and hold the Council harmless from any third party claims arising out of the food business distribution of the inspection report to any third party.

17. The Councils liability for mistakes or omissions in the verification report is limited to a refund of the fee paid for the verification.