

Before you start

- !** Go to Ministry for Primary Industries website first to use the **My Food Rules** tool. This will determine the right risk based measure (food control plan or national programme), find food rules and print a scope form to complete your application.

Have you checked if you need extra permits or permissions such as:

- A trade waste permit
- A building consent (for renovations, retrofit or new buildings).
- A resource consent (for a new business or significant change of business in some planning zones).

Please note:

- If there are any changes to details provided in this application once it's lodged, please contact us immediately of the changes in writing or by email.
- If any further information is requested for this application and is not received within 90 days of the information request date, this application will lapse.

Checklist for submitting your application

Have you:

Filled this application form in completely and clearly.

Attached the completed scope of operations document from MPI's website or provided the scope form you downloaded from My Food Rules.

Fee paid in full.

Attached a letter from your verification agency if the Gisborne District Council is not the verifier.

Attached a signed verification agreement form if Gisborne District Council is your verifier.

Attached a copy of the company registration certificate if you have a registered limited liability company.

Provided a site plan of the business.

Read and signed the Applicant Statement. See No.6 on the application.

Lodging your application

You can either:

- Send your application to Gisborne District Council, PO Box 747, Gisborne 4040
- Visit our Customer Service Centre
- Email your application form and documents to: food@gdc.govt.nz
- If you require some help to complete the application, please phone us first on 0800 653800 to make an appointment with one of our Environmental Health Team.

Collection of personal information

Under 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 recipients of this information, which are the agencies that will collect and hold the information, are Gisborne District Council, PO Box 747, Gisborne 4040 and Ministry for Primary Industries (MPI), PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under Section 53 or 83 of the Food Act 2014, whichever applies.
- The supply of this information is voluntary. The provision of this information is necessary in order to process an application for registration under either Section 53 or 83; and
- Failure to provide the requested information is likely to result in a return of this application form, 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, whichever 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 Gisborne District Council and 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, Gisborne District Council and the Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

Service charges

Fees: Go to Gisborne District Council's website to find the fee for this application.

Payment options: Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application and send to: Gisborne District Council, PO Box 747, Gisborne 4040, or email: food@gdc.govt.nz.

Payment can be made using one of the following methods. Please tick and fill in the appropriate section.

Council Customer Service:

Date paid:

Receipt:

Amount Paid:

Direct credit:

Pay into Bank Account: Gisborne District Council, Westpac Bank, Gisborne account no. 03-0638-0502288-00

In the "Reference" field, put: 'Food' and your 'Trading Name'.

Enter the date of deposit and your name (payee) on this form below.

Your Name (Payee):

Date of deposit:

Amount paid: \$

If payment is made electronically please provide proof of payment with your application.

Cheque:

Make the cheque payable to: Gisborne District Council Attach the cheque to this application.

Credit card:

Payments are received at customer service in Fitzherbert St and at Te Puia Springs only:

Visa

Mastercard

Amount paid: \$

Date Paid:

(A surcharge for credit card payments will apply)

1. What type of registration are you applying for?

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Food Control Plan (FCP) National Programmes: NP 1 NP 2 NP 3

2. Who is the operator (company or person in control) of the food business?

Legal Name(s) of Operator:

Registered Company Partnership Sole Trader Individual

NZ Business Number:

If you have a New Zealand Business Number (NZBN), please provide this.

I have attached a copy of the company name registration form from the New Zealand Companies office

Trading Name (if any):

Same as legal name above

3. Operator contact details, postal and site address

You must provide this information to be registered. If the address is a home, you can ask that the address is withheld from the public register by ticking the box below. You will receive communications about this registration, including approval documents, renewal reminders and invoices. Contact us if any of these details change.

Contact Person:

Postal Address: (NZ post registered) PO Box, CMB, Private Bag, full street address

No. Street/Road Suburb

Town/City Postcode

This address is a private home and I wish it to be withheld from the public register.

Physical/Site Address of the food business (if different from postal address):

No. Street/Road Suburb

Town/City Postcode

This address is a private home and I wish it to be withheld from the public register.

Mobile: Other phone:

Email:

By entering an email address you consent to be sent information and notifications electronically.

I, the undersigned request all legal and financial communications be posted.

Yes No

4. Day to day manager

Name:

Position (i.e. chef, manager, director, etc):

Office use only

Prem no: Contact no: App no: FCP ID no: FCP Site no:

5. Who will be doing your verification?

The law requires that Council verify businesses registered under an MPI template food control plan. Businesses registered under a national programme can choose Council or another verification agency approved by MPI.

Gisborne District Council. Ensure you have attached the signed verification agreement if you want Gisborne District Council to verify your business

Other verification agency:

I have attached a confirming letter from my verification agency, advising they have agreed to verify my business.

I have completed the scope of operations document for the business or printed the scope from My Food Rules on MPI's website. If your business changes in any way you must notify Gisborne District Council, Environmental Health to update the scope of operations.

6. Applicant statement

I confirm that:

I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and

The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and

I also confirm that:

The operator is a resident in New Zealand within the meaning of section YD1 or YD2 (excluding section YD2[2]) of the Income Tax Act 2007; and

The operator of the food business is able to comply with the requirements of the Food Act 2014.

Name:

Signature:

Job title:

Date:

Office use only

Processing payments: New Premises go to Lodgements: GL Code; 31 00 3 0359. **Renewals:** Refer invoice raised

Receipt no: Date paid: Amount: \$

Proposed start date: Change of ownership New

Trade waste required: Yes No Referred date:

Resource consent required: Yes No Referred date:

Building consent required: Yes No Referred date:

Evaluation visit: Phone Visit Confirmation letter sent

Company certificate attached Individual Partnership

Verifier agreement provided Scope provided

Application approval: Approved Hold Declined

Officer signature:

Conditions for registration:

Next verification visit: Booked: Yes No \$

Further comments: