



HASTINGS
DISTRICT COUNCIL

Application for registration under the Food Act 2014

A food business with only one site

Environmental Health
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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.

Please note:

Currently Council is not providing a verification service for businesses on National Programmes. Therefore you will need to find a private auditor and arrange to have verifications from them. You will need to specify who your auditor is when you register your business. A link to the MPI Auditor Register is provided below.

<http://www.foodsafety.govt.nz/registers-lists/auditors/index.htm>

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 be found 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 eh 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, Care Safe and Specialist 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 of the Food Business?

Legal Name(s) of Operator (e.g. registered company, partnership or individual):
Please tick <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), please 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'):

3. Business Contact details

The contact details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact Hastings District Council if the details change.

Operator Details			
Contact Person's Name:		Position:	
Mobile Phone No.		Other Phone Number	
Email: By entering an email address you consent to receiving information electronically, if required.		

Day-To-Day Manager Details (if different from above)			
Full Name:		Position:	
Mobile Phone No:		Other Phone Number:	
Email: By entering an email address you consent to receiving information electronically, if required.		

4. Location of premises

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.

Physical Address		Postal Address (if different to Premises Address)	
Address:		Address:	
Town/ City:		Town/ City:	
Postcode:		Postcode:	
Country:		Country:	

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

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

5. 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.

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

<input type="checkbox"/> Scope of Operations attached.
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7. For businesses operating under a Food Control Plan, have you completed the Food Control Plan template?

Food Control Plan template completed? N/A

8. 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

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 stipulates what contaminants and at what level the contaminants are acceptable for discharge into the Council sewers.

The Water Services Bylaw splits the Trade Waste into three categories:

- Prohibited
- Conditional
- Permitted

Prohibited

The prohibited category means exactly that – it may not be discharged to the Council sewers.

Conditional

Conditional category means the waste can be discharged to sewer provided the discharger holds Trade Waste consent stipulating what conditions have to be met in order to make the discharge.

Permitted

Permitted category means the waste may be discharged to the Council sewers without Trade Waste consent, provided the waste meets all the conditions in section 1A of the Water Services Bylaw.

Most food premises fall into the 'Permitted' category. The exceptions are premises that the Council considers likely to cause a problem in the sewer network.

Problems

Problems arise when discharge causes blockages in the sewers mostly due to fat in the discharge.

Premises considered likely to cause a problem may be required to apply for Conditional Trade Waste consent. Such premises include those with no pre-treatment, too small or poorly maintained pre-treatment, or those premises which have caused a blockage in the past.

Consent will stipulate what conditions the premises must meet in order to continue discharging to the Council sewers.

Once consent has been issued, failure to meet the conditions stipulated in the consent may result in the cancellation of the consent.

Cancellation

Cancellation of consent would normally be done 'on notice' giving the consent holder a number of days to correct what caused the cancellation. Once the consent holder can prove to the Council that the conditions of the consent are being met, an application for a new consent may be lodged.

However, should the consent holder fail to meet the required conditions and the notice period run out then the premises will have to stop discharging Trade Waste or risk prosecution for discharging without consent.

Forms online

The Water Services Bylaw and Application for Conditional Trade Waste Consent, as well as more information, are available on the Council website: www.hastingsdc.govt.nz.

Points from the Bylaw

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

- All premises should install a grease trap
- Water Services Bylaw outlines contaminants acceptable for discharge
- Three categories of trade waste: prohibited, conditional and permitted.