

Section 1

Food Registration Application

www.wdc.govt.nz/Business/Licences-and-permits/Food-premises



Application for registration under Food Act 2014 with a local council A food business with only one site

Before you start, let's check that you have everything you will need:

- The completed scope of operations document. Find this at www.mpi.govt.nz or ask Environmental Health staff.
- 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'. WDC is a recognised verification agency. The law requires Councils to verify businesses registered under the template food control plan.
- If your business is a registered limited liability company, a copy of the company registration certificate. See www.companies.govt.nz
- 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.
- If you were registered with either the Ministry for Primary Industries (MPI) or your local council before 1 March 2016, make sure you have your previous registration IDs on hand. These are IDs such as *FSA-JBIP-12345* or *WEBB-12345*.

What type of registration are you applying for?

- MPI template food control plan: Food Service, Care Safe and Specialist Retail
- NP 3
- NP 2
- 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?

If the business was operating before you took over the operation:

I confirm the existing business (trading as) _____

will cease trading on (take over date) _____

- I have enclosed the registration certificate for the previous operator.

Who is the operator of the food business?

| APPLICANT DETAILS | | | |
|--|--|--|--|
| Legal Name of Operator (registered company, partnership or individual/s) | <input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office, see 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 | | | |
| OWNER DETAILS | | | |
| Owner 1 | | Mobile | |
| Owner 2 | | Mobile | |
| Email | This email will be used for communications about your registration, such as sending approval documents, renewal reminders and invoices. Please check your SPAM inbox. Contact us if this email changes. | | |
| POSTAL ADDRESS | | PHYSICAL / COURIER ADDRESS (if different to Postal Address) | |
| Address | | Address | |
| Town/City | | Town/City | |
| Postcode | | Postcode | |
| <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. | |
| DAY-TO-DAY OPERATOR / MANAGER DETAILS | | | |
| Name | | | |
| Address | | | |
| Position | | | |
| Address | | | |
| Email | | Mobile | |

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. |

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

Scope of Operations attached

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) 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.

| | | | |
|------------------|--|------------------|--|
| Name | | Job Title | |
| Signature | | Date | |

Payment & Contact Details

Health and Bylaws Department

Whangarei District Council

Te Iwitahi

9 Rust Avenue

Whangarei

Tel: 09 430 4200

Email: mailroom@wdc.govt.nz

You will be emailed your invoice for Registration and your initial Verification, following submission of your application. The registration process can take up to 20 working days.

Final Check before sending your application to (TA to insert preferred address)

Have you:

- filled this form in completely and legibly?
- attached the completed scope of operations document?
- attached a letter from your Verifier if that isn't Council?
- attached copies of company registration certificates if you have a registered limited liability company?
- read and signed the Applicant Statement?
- attached signed consent from the property owner authorising this activity to be carried out?
(for domestic kitchens only, if you do not own the property)

Collection of Information

Collection of Personal Information

Under the Privacy Act 2020, 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 WDC, Private Bag 9023, Whangarei, 0148; 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 the Privacy Act 2020, 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 Whangarei 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, Whangarei District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

Scope of Operations

Template Food Control Plans and National Programmes

All businesses to complete questions 1 & 2 (Tick as applicable)

1. Trading Operations – How do you distribute your products or services?

| | | | | | |
|---------------------|--|------------------|--|----------------|--|
| Caterer | | Eat-in premises | | Export food | |
| Home Delivery | | Import food | | Internet sales | |
| Market sales | | Mobile trader | | Retail sales | |
| On-licence premises | | Storage provider | | Takeaway | |
| Transport provider | | Wholesale | | | |

2. What processes do you use to make your food?

| | | | | | | | |
|--|--|------------------------------|--|--|--|----------------------------|--|
| Acidification | | Aseptic processing/packaging | | Canning/retorting | | Concentration | |
| Drying | | Fermentation | | Handling chilled ready to eat products | | High-pressure processing | |
| Holding food at serving temperature | | Irradiation | | Novel or unique processes | | Pasteurisation (with heat) | |
| Processing chilled ready to eat products | | Reheating | | Slow or low temperature cooking | | None of the above | |

Template Food Control Plan (FCP) businesses to complete: *(Tick as applicable)*

| | SECTOR | PRODUCT(S) |
|-----------------------------------|--|--|
| Template Food Control Plan | Food Service Sector: Make or prepare food <i>(to be eaten straight away)</i> | <input type="checkbox"/> Ready to eat meals & snacks served direct to customers (to order) <input type="checkbox"/> Minimally processed fruits & vegetables processed and sold direct to customers <input type="checkbox"/> Sushi <input type="checkbox"/> Doner Meat <input type="checkbox"/> Chinese Style Roast Duck |
| | Food Retail Sector: Make or prepare food | <input type="checkbox"/> Raw Meat, Poultry & Seafood <input type="checkbox"/> Processed meat, poultry and seafood products (E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats) <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold (E.g. pesto, fruit salads, frozen vegetables, coleslaw) <input type="checkbox"/> Baked products without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks retailed (E.g. sandwiches, meat pies) <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Shelf-stable products |

National Programme Level 3 businesses to complete: (Tick as applicable)

| | SECTOR | PRODUCT(S) |
|-----------------------------------|--|---|
| National Programme Level 3 | <p align="center">Food Retail Sector:</p> <p align="center">Handle food but <u>does not</u> make or prepare food</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Egg products <input type="checkbox"/> Raw Meat, Poultry & Seafood <input type="checkbox"/> Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> <input type="checkbox"/> Manufacture/Process Dairy products <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold <i>(E.g. fruit salads, frozen vegetables, coleslaw)</i> <input type="checkbox"/> Baked products without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks retailed <i>(E.g. frozen meals, sandwiches, meat pies)</i> <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Infant formula <input type="checkbox"/> Shelf-stable products <i>(E.g. packaged biscuits, canned foods, bulk bin foods)</i> |
| | <p align="center">Brewers, Distillers, Manufacturer or vinegar, alcohol or malt</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Beer <input type="checkbox"/> Processed Cereal & Meal products <input type="checkbox"/> Wine & Wine products <input type="checkbox"/> Alcoholic beverages – other <input type="checkbox"/> Vinegar <input type="checkbox"/> Spirits & liqueurs |
| | <p align="center">Manufacturer of additives, processing aids, vitamins, minerals or other nutrients added to food</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Food Additives <input type="checkbox"/> Vitamins & Minerals <input type="checkbox"/> Processing aids <input type="checkbox"/> Yeast & Yeast products |
| | <p align="center">Manufacturer of non-alcoholic beverages</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Water <input type="checkbox"/> Soft drinks <input type="checkbox"/> Formulated drinks <input type="checkbox"/> Fruit/Vegetable juice |
| | <p align="center">Manufacturer of dry mix products</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Dried mixes containing animals products <input type="checkbox"/> Dried mixes not containing animal products |
| | <p align="center">Manufacturer of oils or fats</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Edible oils <input type="checkbox"/> Margarine & table spread <input type="checkbox"/> Animal fats |
| | <p align="center">Processors of herbs or spices</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Herbs & spices <i>(E.g. Extracting saffron, drying herbs, blending herbs)</i> <input type="checkbox"/> Salt |
| | <p align="center">Processors of grain</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Whole grains <input type="checkbox"/> Processed cereal & meal products |

National Programme Level 2 businesses to complete: (Tick as applicable)

| National Programme Level 2 | SECTOR | PRODUCT(S) |
|----------------------------|--|---|
| | Preschool food service (Early Childhood centre) | <input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Infant formula |
| | Bake only bread and bread products | <input type="checkbox"/> Breads |
| | Manufacture/Make confectionary | <input type="checkbox"/> Chocolate & cocoa products <input type="checkbox"/> Sugar confectionary |
| | Manufacture/make crisps, popcorn, pretzels or similar snack products | <input type="checkbox"/> Crisps & chips <input type="checkbox"/> Snack products <i>(E.g. Popped popcorn, puffed rice)</i> |
| | Manufacture/Make shelf-stable grain products eg. Cereals, baked products | <input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Breakfast cereals <input type="checkbox"/> Pasta <i>(dried pasta)</i> |
| | Manufacture/Make shelf water based products | <input type="checkbox"/> Ice <input type="checkbox"/> Water based desserts |
| | Manufacture/Make dried or dehydrated fruit or vegetables | <input type="checkbox"/> Processed fruits & vegetables <i>(E.g. Fruit leather, dried fruits)</i> <input type="checkbox"/> Dried fruit & nut mixes |
| | Manufacture/make frozen fruit or vegetables | <input type="checkbox"/> Processed fruit & Vegetables |
| | Manufacture/Make shelf-stable condiments | <input type="checkbox"/> Processed fruit & vegetables <i>(E.g. jams, chutneys etc)</i> <input type="checkbox"/> Fermented fruit & vegetable products <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Sauces, spreads, soups, dressings & toppings <input type="checkbox"/> Fermented sauces <input type="checkbox"/> Nut & Seed products <i>(E.g. Peanut butter, bean paste)</i> |
| | Process nuts, seeds and/or coffee | <input type="checkbox"/> Nuts & seeds <i>(E.g. Roasted peanuts, spiced cashews)</i> <input type="checkbox"/> Coffee bean products <i>(E.g. coffee roasters)</i> <input type="checkbox"/> Nut & seed products <i>(E.g. Nut or seed flour)</i> <input type="checkbox"/> Dried fruit & nut mixes |
| | Retail manufactured packaged chilled and/or frozen food | <input type="checkbox"/> Eggs <input type="checkbox"/> Raw meat, poultry & seafood <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Dairy products <input type="checkbox"/> Processed fruit & vegetables <input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Sauces, Soups, Dressings, Toppings |

National Programme **Level 1 businesses to complete:** *(Tick as applicable)*

| National Programme Level 1 | SECTOR | PRODUCT(S) |
|-----------------------------------|--|--|
| | Extract or package honey | <input type="checkbox"/> Honey |
| | Horticultural production and packing operations | <input type="checkbox"/> Minimally processed fruits & vegetables <input type="checkbox"/> Herbs & Spices <input type="checkbox"/> Nuts & seeds <input type="checkbox"/> Mushrooms <input type="checkbox"/> Sprouts and microgreens |
| | Manufacturer of sugar related products | <input type="checkbox"/> Sugar <input type="checkbox"/> Sugar products <i>(E.g. Golden syrup)</i> |
| | Retailers of hot beverages and/or shelf stable manufacture packaged foods | <input type="checkbox"/> Hot beverages <input type="checkbox"/> Packaged Food (Shelf stable products) |
| | Retailers of manufacture packaged ice cream/ice confectionary (In manufacturer's packaging) | <input type="checkbox"/> Ice cream <input type="checkbox"/> Iced confectionary |
| | Transporters or distributors of food products | <input type="checkbox"/> Frozen food <input type="checkbox"/> Chilled food <input type="checkbox"/> Shelf stable products <input type="checkbox"/> Bulk food <input type="checkbox"/> Hot Food |

Section 2

Trade Waste Application

www.wdc.govt.nz/Services/Water-services/Wastewater/Trade-Waste

This application is NOT applicable if:

- Your food registration is a Food Control Plan (FCP) at a residential address
- Your food registration is a National Programme 1, 2 or 3
- You are on a septic tank system
- You are a mobile food business (trailer, car, cart, truck)

Application under the Trade Waste Bylaw of Whangarei District Council – Food premises

Details of business (trade waste producer)

Name of business: _____

Street address: _____

Postal address: _____

Phone number: _____

Nature of activity generating trade waste: _____

Name and address of applicant (if different from above)

Name: _____

Address: _____

Phone number: _____

Details of trade waste discharge

Type of application

Proposed discharge

Existing discharge with no consent

Consent renewal

Consent number: _____

Variation of existing discharge

Type of variation _____

Volume and rate of discharge

Daily volume (m³): _____ or meals per hour (peak) _____

Daily / seasonal discharge _____

Proposed method of flow measurement:

Calibrated meter

Manufacturer specification

Other (please specify): _____

Office use

Date received _____ File no _____

Consent no _____ Issuing officer _____

Drainage layout

Does the system include a macerator/grinder unit? Yes No

Is there a pre-treatment system (e.g., grease trap or similar) Yes No

If yes, please specify (type, volume, frequency of clean-outs): _____

Number of toilet pans and urinals on site: _____

Diameter of sewer being discharged into: _____

Please include as-built plans or sketch of drainage layout

Additional information

Please include any supporting information you may have, i.e., material safety data sheets for chemicals, existing resource consents, evidence of pre-treatment maintenance, etc

Compliance statement

(to be completed by executive representative of registered company)

The discharge referred to in this application complies with all conditions of the Trade Waste Bylaw 2023. The discharge does not contain any substances which are specifically prohibited under Schedule 1B of the Trade Waste Bylaw 2023.

I understand that under Section 4.10 of this bylaw, failure to limit trade waste discharges to within the parameters specified in Whangarei District Council's Trade Waste Consent or Special Agreement issued under this bylaw can be reasonable grounds for cancellation of this consent

Signed Name (please print)

Designation (please print) Organisation (please print)

Dated this _____ day of _____ 202_____

Application checklist

All sections completed Yes No

Additional documents attached Yes No

Drainage plans / sketch attached Yes No

Application signed Yes No

Note: Application fee(s) apply.