

## APPLICATION TO REGISTER A FOOD PREMISE UNDER FOOD ACT 2014

### PLEASE READ THIS FIRST

This form will be scanned by electronic equipment. It is important that you:

- use blue or black pen to complete this form; and
- print clearly

### 1. DETAILS OF APPLICATION

This application is for:

- MPI Template Food Control Plan
- National Programme 3
- National Programme 2
- National Programme 1

You can find this on the MPI website by completing the "Where Do I Fit?" questionnaire.

### 2. REGISTRATION

- New Registration
- Re-Registration

Current Registration ID: MNW

### 3. TYPE OF BUSINESS

- Sole Trader or Individual
- Partnership
- Limited Liability Company      NZ Business Number: \_\_\_\_\_

*(If you are a registered company please attach a copy of the company registration (www.companies.govt.nz))*

### 4. BUSINESS DETAILS

Full Legal Name of Operator (name to appear on registration certificate):  
\_\_\_\_\_

Trading Name of Business: \_\_\_\_\_

### 5. OPERATOR CONTACT DETAILS

Physical Address of Premises: \_\_\_\_\_  
\_\_\_\_\_

Postal Address for all Correspondence: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Position Held: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Are you registering more than one site?     Yes (attach application to register multi-site)     No

## 6. VERIFICATION AGENCY

- Manawatu District Council (Template Food Control Plans)
- Other       I have attached a confirmation letter from verification agency

## 7. ALL APPLICANTS TO COMPLETE

Opening Date (if new business): \_\_\_\_\_

Trading Hours: \_\_\_\_\_

Name of Day-To-Day Manager: \_\_\_\_\_

Position Held: \_\_\_\_\_

The address listed above is a personal dwelling and should remain private (not appear on MPI public register)

## 8. FOOD STALLS AND MOBILE SHOPS

Vehicle to be associated with food stall or mobile shop: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_      Make & Model: \_\_\_\_\_

## 9. ACKNOWLEDGEMENT

I confirm that:

1. I am authorised to make this application as the person with legal authority for the specified business.
2. The information supplied in this application is truthful and accurate to the best of my knowledge.
3. The operator of the food business covered by this application is a New Zealand resident within the meaning of section YD1 or YD2 of the Income Tax Act 2007
4. The operator of the food business is able to comply with the requirements of the Food Act 2014.

Signature of Applicant: \_\_\_\_\_      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

## 10. PAYMENT AND CONTACT DETAILS

Contact: Manawatu District Council – Environmental Health Officer  
Private Bag 100001  
Feilding 4743  
[health@mdc.govt.nz](mailto:health@mdc.govt.nz)  
06 323 0000

Fees: Please refer to Councils Fees and Charges Schedule on our website at:  
[http://www.mdc.govt.nz/Online\\_Services/Pay\\_it/Fees\\_and\\_Charges](http://www.mdc.govt.nz/Online_Services/Pay_it/Fees_and_Charges)

## 11. FINAL CHECK

Have you:

- filled this form in completely and legibly?
- attached a 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?
- attached a menu/list of foods being made?
- attached photos and/or plan of the kitchen?
- read and signed the Applicants Statement?
- included fee payment for this application?

### Privacy Information

The information you provided in this application (including personal information) is official information, this application and any ongoing communication between you and Council will be held at Council's offices and may be accessed upon request by a third party. Access to information held by Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. If you have any concerns about this, please discuss with a Council officer prior to lodging your application for reconsideration.