

Dunedin City Council

Application For Registration Under Food Act 2014

Template Food Control Plan

The law requires that Council verify businesses registered under an MPI template food control plan, unless the business chooses to operate the food control plan in more than one council district and/or predominantly wholesale their food. In this instance the business would be registered with MPI.

Advice note: It is recommended you check with DCC Building Services and DCC City Planning before you proceed with registering a new food business.

What type of registration are you applying for?

☐ Food control plan/FCP (MPI template)

When do you intend to start trading? _____

(If unsure, please nominate an approximate date)

Who is the operator?

The owner or person in control of the food business. There can be different businesses under the same registration (multi-site registration). In that case, this operator is the person responsible for the food control plan. List all other sites on appendix 1.

<u>Operator</u> Legal Name(s) of Operator (registered company, or individual):	
NZ Business Number:	This is not your company number, see www.business.govt.nz/companies
Trading Name:	
Location of Premises: *Street Address	<input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.

Operator Contact and Address Details

You must provide this information to be registered.

The contact details entered below will be used for all communication about your registration.

Contact DCC Environmental Health if the details change.

Business mobile:		Other business phone:	
Email (legible)	<p><i>By entering an email address you consent to being sent information, documentation and invoices electronically.</i></p>		
Day-to-day manager position	<p><i>E.g: Owner; Head chef; Retail manager</i></p>		
Postal Address:	<p>Number/Unit: _____</p> <p>Street name: _____</p> <p>Suburb: _____</p> <p>City: _____</p> <p>Postcode: _____</p> <p><input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register.</p>		

Operator/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

- ☐ Every operator of the food businesses covered by the Food Control Plan 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
- ☐ Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

Name		Job Title	
Signature		Date	

Final Check before submitting your application

Have you:

- ☐ filled this form in completely and legibly?
- ☐ completed the scope of operations document?
- ☐ read and signed the Applicant Statement?
- ☐ included fee payment for this application or
- ☐ please invoice me

Collection of Information

Collection of Personal 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 the Dunedin City Council, PO Box 5045, Moray Place, Dunedin 9058; and
- Some of the information collected will be displayed on a the Ministry for Primary Industries 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 Dunedin City Council 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 Dunedin City Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

Details for other addresses

(Hint: Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.

Legal name(s) of site operator (e.g. registered company, partnership or individual) (This is for template FCP registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)	NZ Business Number (where applicable)	Site trading name, if any	Street/Physical Address (location of actual place) (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	Vehicle Registration numbers (mobile businesses only)	Site day-to-day manager position
E.g. ABC Foods Limited <input checked="" type="checkbox"/>		E.g. Best Burger Bar	E.g. 123 East Road, Faketown 1234 <input checked="" type="checkbox"/>		E.g. Store Manager
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

Scope of Operations: Template Food Control Plan

Trading name _____

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

3. Select your sector – what type of food do you make?

Template Food Control Plan	SECTOR	PRODUCT(S)
	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 <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold <i>(E.g. pesto, 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. sandwiches, meat pies)</i> <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Shelf-stable products