

Dunedin City Council

Application For Registration Under Food Act 2014

National Programme

The law requires that Council registers all National programme businesses located within their area. Businesses registered under a national programme may choose to select Dunedin City Council as their verifier.

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

Which National Programme are you applying for?

- ☐ NP 3
☐ NP 2
☐ NP 1

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. National Programme multi-site registrations can only have the one business name/operator (company name or legal entity). Please list any other sites on appendix 1.

<u>Operator</u> Legal Name(s) of Operator (registered company, partnership or individual):	
NZ Business Number	This is not your company number, see www.business.govt.nz/companies
Trading Name	
Location of Premises *Street Address	☐ 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)	<i>By entering an email address you consent to being sent information, documentation and invoices electronically.</i>		
Day-to-day manager position	<i>E.g: Owner; Head chef; Retail manager</i>		
Postal Address:	Number/Unit: _____ Street name: _____ Suburb: _____ City: _____ Postcode: _____ ☐ This address is a private dwelling house and I wish it to be withheld from the public register.		

Who will be doing your verification?

Dunedin City Council	☐ The attached DCC Verification Agreement must be completed and returned with this application. See appendix 2.
Other – insert name of verification agency	☐ I have attached a confirming letter from my verification agency.

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 National programme 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 National Programme is able to comply with the requirements of the Food Act 2014.

Name		Job Title	
Signature		Date	

Final Check before sending your application

Have you:

- ☐ filled this form in completely and legibly?
- ☐ completed the scope of operations document?
- ☐ completed and signed the verification agreement or
- ☐ attached a letter from your verifier (if that won't be an inspector from your local Council)?
- ☐ 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.



Appendix 1

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.)

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. Best Burger Bar	E.g. 123 East Road, Faketown 1234 ☒		E.g. Store Manager
	☐		
	☐		
	☐		
	☐		

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Choosing A Verifier

Appendix 2

All businesses subject to a National Programme (all levels) have the right to choose their own verifier. A verifier is the agency or person who will come and assess your business in order to demonstrate compliance with The Food Act 2014 and Food Regulations 2015.

Registration Authority.

Your food business must be registered in order to legally operate. Most commonly, your registration authority will be your local council if your business operates solely within one district.

If your business operates over different council districts or operates from multiple sites, The Ministry for Primary Industries (MPI) may instead be your registration authority. Check with your local council or MPI if you are unsure who your registration authority should be.

Choosing a Verifier.

You have the choice of selecting which agency you want to undertake your verifications. This may be your local council should they hold recognition or an independent (third party) organisation. A list of all recognised agencies can be found on MPI's website:

<http://www.foodsafety.govt.nz/registers-lists/food-act-2014-recognised-agencies/index.htm>

Once you have chosen your verifier, you will need to inform your registration authority of your choice. Your verifier may ask you to complete an agreement to officially nominate them as your verifier.

Should you have any questions about choosing a verifier, please contact either your local council or MPI on [0800 00 83 33](tel:0800008333).

Verification Agreement

Both parties agree that Dunedin City Council will verify your Template Food Control Plan or National Programme level 1, 2 or 3 (as applicable) on the attached Standard Terms. I have read and agree to the standard terms and conditions of this contract.

Thank you for choosing to use our services.

Customer Details:

Customer Name		Trading Name (if different)	
Physical Address			
Postal Address (if different)			
Contact Person and title (Eg: Director, Manager)		Contact Phone number	
Email			

DCC to complete:

Customer Number		Start Date	
Verification Class		Termination Date	

Operator Agreement:

This Agreement must be completed by a person who has the authority to act on behalf of the business eg: the owner, operator or director, partner or other person with legal authority to act on behalf of the registered company or partnership or individual(s).

Operator Name (print)		Designation/Title	
Signature		Date	

DCC Representative (Print name)		DCC Representative Designation/title	
DCC Representative Signature		Date	

Standard Terms for Verification

Definitions

In this agreement, the words "we", "us" and so on mean Dunedin City Council (DCC) or any contractors, and we have used "you" and so on to mean the customer named in the verification agreement.

In these terms the words "service" and "services" cover the services we have agreed to provide (and anything else we do at your request) which are described below.

"The Act" means the Food Act 2014 and any amendments to that Act or Regulations made under the Act such as the Food Regulations 2015.

"The programme" means the Template Food Control Plan or National Programme (Level 1, 2 or 3) the customer is required to operate under.

Period of Agreement

Subject to the other provisions of these terms, our obligations to each other start on the start date and end on the termination date set out in the verification agreement, except where those obligations are expressly stated to survive termination.

Preconditions or Conflicts of Interest

If any staff or contractors from the (DCC) have been involved in the design of your food premises or procedures, we cannot act as your verifier. We aim to undertake the agreed services in an independent and impartial manner at all times. The DCC has been approved by the Ministry for Primary Industries (MPI) as a recognised verifier under the Act.

Nature of the Services

We will verify your food safety practices as required during the term of this agreement and (where appropriate) report your compliance with the programme and with the relevant provisions of the Act to your registration authority and/or MPI.

We will obtain such evidence as we consider sufficient to enable us to draw reasonable conclusions as to whether or not you are complying with the programme and with the relevant provisions of the Act. The nature and extent of our procedures will vary according to our assessment of your systems, premises and practices, and, where we wish to place reliance on it, your internal control framework.

We will not report on every matter which comes to our attention, but rather only those matters we consider as important and requiring attention.

Purpose of the Services

Our services are designed to monitor compliance with the programme and with the relevant sections of the Act. If any deficiencies in internal controls and practices, not strictly relevant to the verification, come to our attention, we will advise you of these, but we only warrant identifying those deficiencies coming within the terms of reference of the verification.

Any other services we may provide from time to time at your request are distinct from our function as verifiers and may be refused if a conflict of interest with regards to your verification were to arise.

Our agreeing to provide the services does not constitute a permit, authorisation, or other permission under any Act, Regulation, or Bylaw. Our verification does not remove your liability for the consequences of failure to comply with any Act, Regulation, Bylaw, or other requirement.

Standard of Service

When we provide services to you, we will use our best endeavours to:

- provide the services with care and skill
- ensure your verifier is knowledgeable and competent to verify your specific food business operations. This may include contracting a technical expert to assist us in the verification your food business.
- provide the services within a reasonable time or within any agreed time limit
- provide a reliable service although we do not guarantee it will be fault free
- report all verification outcomes to MPI

All communications between us, the agency, and you, the customer, are treated with strict confidentiality. All electronic records maintained by us are only accessible by approved staff. You may request a copy of any correspondence on your customer file at any time, for example a past verification report. A Food Safety Officer or MPI representative may request verification information from us or you. We will notify you if any such person requests such information from us about your food business.

Any corrective actions or non-compliances identified during the verification process of your business will be notified to the applicable registration authority and/or MPI.

Complaints and disputes

If you have a complaint in relation to our services or the person conducting them or you dispute any recommendation put forward by your verifier or the agency, please contact The Team Leader of Environmental Health. We document all complaints in an attempt to improve our service under our Quality Management System. All complaints are held as strictly confidential.

Your General Responsibilities

Within 14 days you must advise us of a change of verifier.

To enable us to properly carry out our statutory responsibilities as a recognised verifier, you must also:

1. Maintain records as per the requirements of your Template Food Control Plan/National Programme (level 1, 2 or 3 as applicable) and which contain sufficient detail to enable us to ensure that:
 - The food preparation tasks identified in your program are being properly carried out by appropriate staff who have been suitably trained and instructed,
 - Any restrictions or conditions placed on registration are being complied with,
 - You notify us of any further information, including any post verification events, which may have a bearing on our verification responsibilities,
 - All information you give us is correct and complete
2. Food operators must allow recognised persons (verifiers) and Food Safety Officers reasonable access to premises, records and staff.

Our Charges

Verification fees are prescribed within Dunedin City Council's fees and charges structure and are subject to annual review and publicly notified through the Annual Plan process. We will invoice you following the delivery of our services that must be paid by the 20th of the following month.

Our Right to Suspend or Restrict Any Service

If your registration is revoked, surrendered or substituted, or if you do not pay our charges or meet any other responsibilities you have to us, we may suspend or restrict services at any time. Such activities will be reported to the registration authority and/or MPI.

Our Right to Stop Providing the Service

If your registration is revoked, surrendered or substituted, or if you do not pay our charges or meet any other responsibilities you have to us, we may stop providing any of our services to you. This right is additional to any other right or remedy we may have against you at law which rights and remedies survive termination of this agreement. Otherwise, where we have agreed to provide a service for a minimum period, we will continue providing it until the end of that period, and we will notify you with 14 days before we stop providing the service.

More Than One Customer

Every person named as a customer in this agreement must meet all your responsibilities under this agreement.

Sending Invoices and Notices

We will send invoices and other notices to the last email or postal address you have given us. We can assume any invoice or notice we send by post has been delivered 5 days after we post it. Please tell us if you change your email or postal address.

Verification agreement records

All verification agreements will be kept on our records for a minimum of 4 years in relation to our record keeping requirements under the Food Act 2014.

Changing These Terms

Any changes to the terms of this agreement must be in writing and signed by us.

National Programme Scope of Operations

Trading name _____

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	

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

National Programme Level 3	SECTOR	PRODUCT(S)
	Food Retail Sector: Handle food but <u>does</u> <u>not</u> make or prepare food	☐ Egg products ☐ Raw Meat, Poultry & Seafood ☐ Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> ☐ Manufacture/Process Dairy products ☐ Minimally processed fruits & vegetables retailed ☐ Processed fruits & vegetables sold <i>(E.g. fruit salads, frozen vegetables, coleslaw)</i> ☐ Baked products without filling or icing ☐ Baked products with filling or icing ☐ Ready to eat meals & snacks retailed <i>(E.g. frozen meals, sandwiches, meat pies)</i> ☐ Sauces, Soups, Dressing or toppings ☐ Infant formula ☐ Shelf-stable products <i>(E.g. packaged biscuits, canned foods, bulk bin foods)</i>
	Brewers, Distillers, Manufacturer or vinegar, alcohol or malt	☐ Beer ☐ Processed Cereal & Meal products ☐ Wine & Wine products ☐ Alcoholic beverages – other ☐ Vinegar ☐ Spirits & liqueurs
	Manufacturer of additives, processing aids, vitamins, minerals or other nutrients added to food	☐ Food Additives ☐ Vitamins & Minerals ☐ Processing aids ☐ Yeast & Yeast products
	Manufacturer of non- alcoholic beverages	☐ Water ☐ Soft drinks ☐ Formulated drinks ☐ Fruit/Vegetable juice
	Manufacturer of dry mix products	☐ Dried mixes containing animals products ☐ Dried mixes not containing animal products
	Manufacturer of oils or fats	☐ Edible oils ☐ Margarine & table spread ☐ Animal fats
	Processors of herbs or spices	☐ Herbs & spices <i>(E.g. Extracting saffron, drying herbs, blending herbs)</i> ☐ Salt
	Processors of grain	☐ Whole grains ☐ 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)	☐ Ready to eat meals & snacks ☐ Infant formula
	Bake only bread and bread products	☐ Breads
	Manufacture/Make confectionary	☐ Chocolate & cocoa products ☐ Sugar confectionary
	Manufacture/make crisps, popcorn, pretzels or similar snack products	☐ Crisps & chips ☐ Snack products <i>(E.g. Popped popcorn, puffed rice)</i>
	Manufacture/Make shelf-stable grain products eg. Cereals, baked products	☐ Baked products, without filling or icing ☐ Baked products with filling or icing ☐ Breakfast cereals ☐ Pasta <i>(dried pasta)</i>
	Manufacture/Make shelf water based products	☐ Ice ☐ Water based desserts
	Manufacture/Make dried or dehydrated fruit or vegetables	☐ Processed fruits & vegetables <i>(E.g. Fruit leather, dried fruits)</i> ☐ Dried fruit & nut mixes
	Manufacture/make frozen fruit or vegetables	☐ Processed fruit & Vegetables
	Manufacture/Make shelf-stable condiments	☐ Processed fruit & vegetables <i>(E.g. jams, chutneys etc)</i> ☐ Fermented fruit & vegetable products ☐ Processed meat, poultry & seafood products ☐ Sauces, soups, dressings & toppings ☐ Fermented sauces ☐ Nut & Seed products <i>(E.g. Peanut butter, bean paste)</i>
	Process nuts, seeds and/or coffee	☐ Nuts & seeds <i>(E.g. Roasted peanuts, spiced cashews)</i> ☐ Coffee bean products <i>(E.g. coffee roasters)</i> ☐ Nut & seed products <i>(E.g. Nut or seed flour)</i> ☐ Dried fruit & nut mixes
	Retail manufactured packaged chilled and/or frozen food	☐ Eggs ☐ Raw meat, poultry & seafood ☐ Processed meat, poultry & seafood products ☐ Dairy products ☐ Processed fruit & vegetables ☐ Baked products, without filling or icing ☐ Baked products with filling or icing ☐ Ready to eat meals & snacks ☐ 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	☐ Honey
	Horticultural production and packing operations	☐ Minimally processed fruits & vegetables ☐ Herbs & Spices ☐ Nuts & seeds ☐ Mushrooms
	Manufacturer of sugar related products	☐ Sugar ☐ Sugar products <i>(E.g. Golden syrup)</i>
	Retailers of hot beverages and/or shelf stable manufacture packaged foods	☐ Hot beverages ☐ Packaged Food (Shelf stable products)
	Retailers of manufacture packaged ice cream/ice confectionary (In manufacturer's packaging)	☐ Ice cream ☐ Iced confectionary
	Transporters or distributors of food products	☐ Frozen food ☐ Chilled food ☐ Shelf stable products ☐ Bulk food ☐ Hot Food