



Carterton District Council

Tel: (06) 379 4030 PO Box 9, Carterton

www.cdc.govt.nz

patrick.barber@cdc.govt.nz

Application for registration under Food Act 2014

It is recommended you contact Masterton District Council during the planning stage of any new food premises to ensure the proposed premises meets all requirements. Speak to:

- Environmental Health Officer for suitability of the building and Food Act requirements.
- District Planner about compatibility with Council's District Plan.
- Building Control for Building Act requirements.

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

- Complete the application form**
 - Complete *Getting Started Checklist***
 - Attach completed scope of operations document.**
Available from Carterton District Council or www.mpi.govt.nz
 - Attach site plan**
Scale floor plan (e.g. 1:50) of the proposed premises showing the layout, fittings and fixtures, detailing all floor, wall and ceiling surfaces, essential features and, if any, outdoor seating
 - Attach a letter from your verifier if that isn't Council (National Programmes only)**
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 on the MPI website, www.mpi.govt.nz, under 'registers and lists'. The law requires Councils to verify businesses registered under the template food control plan.
 - Attach copies of company registration certificates if you have a registered limited liability company**
If your business is a registered limited liability company, a copy of the company registration certificate. See www.companies.govt.nz
 - Registration fee must be paid when this application is submitted. Ask Council about the fee amount.**
- If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.

Collection of Information

Collection of Personal Information

- Some of the information collected will be displayed on a public register; 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 Carterton District Council is official information and may be subject to a request made under the Official Information Act 1982.



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1. 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 after completing the scope of operations document)

2. If you were registered before 1 March 2016, what was your registration ID number?

(Hint: If premises currently operates a VIP Food Control Plan – ID number on certificate or ask council)

3. Is this a new or existing business?

- New business Existing business (e.g. change of owner)

4. Who is the operator of the food business?

Legal Name(s) of Operator (e.g. registered company, partnership or individual):	<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), 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'):	<input type="checkbox"/> Same as legal name above																
Operator Address and Contact Details																	
You must provide this information to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below.																	
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Contact Person Details																	
The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact MPI if the details change.																	
Mobile	Business telephone																
Email																	
By entering an email address you consent to being sent information and notifications electronically, if required.																	
Operator day-to-day manager name and position	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Name:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Position:</td> <td style="padding: 2px;"></td> </tr> </table>	Name:		Position:													
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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. Premises Details

Proposed opening date:		Number of staff:		Max. occupancy:	
Grease Trap? Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of Grease Trap:	Capacity:	Is the Grease Trap shared? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Toilet Numbers	Urinal Stalls:	Male:	Female:	Wash had basins:	
	Unisex:	Staff Only:	Accessible:		

7. Mobile Food Premises Details

Vehicle Make		Vehicle Registration Number	
Location where the vehicle will be used			
Address where vehicle will be when not in use			

8. Applicant Statement

I confirm that:			
1) The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and			
2) The operator of the food business is able to comply with the requirements of the Food Act 2014.			
Name		Job Title	
Signature		Date	

If you have any questions please contact an Environmental Health Officer

Carterton District Council
 28 Holloway Street
 PO Box 9
 Carterton 5713

phone (06) 379 4030
 email: patrick.barber@cdc.govt.nz

Getting started checklist

Use the following checklist to assist you to tailor and introduce the Food Control Plan to your business.

Name of premises:

Date:

1	Start with the <i>Basics</i> section and add the specialist section(s) that cover the scope of your retail and/or food service activities.	Done <input type="checkbox"/>
2	Read through all the pages in each section of the template and where there are blanks or tick boxes fill them in to show what happens in your business. Complete the site plan of your business.	Done <input type="checkbox"/>
3	If there are things you do that you think are not covered by the template, stop and contact your local council for advice to see if the plan is appropriate for your business.	Done <input type="checkbox"/>
4	Remove any pages or mark as 'not appropriate' any that do not apply to your business (keep them at the back of your plan in case you change what you do and need them later) or mark them as "not appropriate." Update the Contents pages and keep these at the front of the plan.	Done <input type="checkbox"/>
5	Complete the cleaning and maintenance schedules. You may want to keep these with your Diary.	Done <input type="checkbox"/>
6	Write in the diary the equipment used for cold storage and holding food and write the opening and closing checks carried out each day.	Done <input type="checkbox"/>
7	If you use a particular time and temperature setting for cooking poultry, complete the <i>Proving that a time/temperature setting cooks poultry</i> procedure.	Done <input type="checkbox"/>
8	Make sure that everyone who works in the business is trained and is familiar with your Plan and start a training record for each member of staff.	Done <input type="checkbox"/>
9	Register your completed Food Control Plan and arrange for a verification visit.	Done <input type="checkbox"/>

Follow the procedures contained in your Food Control Plan.

After your FCP is registered your business will be regularly checked (verified/audited) against the Plan. The verifier will want to confirm that your Plan reflects your business activities, that you are meeting Food Act requirements, see your Diary and other completed records and discuss with you and your staff what you do to ensure that the food you sell is safe.



Helpful stuff - Contact your registration authority if you need further guidance on how to complete and register your plan.