



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 SINGLE SITE IN CARTERTON

During the planning stage of any new food premises please contact Carterton District Council to ensure the proposed premises meets all relevant requirements. Speak to:

- Environmental Health Officer for suitability of the Food Act requirements
- Resource Consents Planner about compatibility with the District Plan
- Building Development Facilitators for Building Act requirements
- Trade Waste Officer (regarding requirements for grease traps and consent)

Applications take 20 working days to process
(provided all required information is supplied)

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

- Complete the application form**
 - Attach completed scope of operations document.**
Available from Carterton District Council or www.mpi.govt.nz
 - Attach site plan and/or colour photos**
If a 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.
If colour photos – show the layout of the premises, including fittings and fixtures in the food preparation area.
 - 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
 - \$120 - Registration fee must be paid when this application is submitted.**
- If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.
 - The fee includes up to 2 hours to process the registration. Additional processing will be charged at \$60 per hour.
 - Carterton District Council verification fee is \$210 (up to 3.5 hours). Additional work will be charged at \$60 per hour. This will be invoiced separately.
 - Fees are set in the in the Carterton District Council Annual Plan, and are reviewed annually.

Food Act requirements

The operator must ensure that the design, construction and location of the place of the food business enables food to be safe and suitable, including by:

- Identifying and managing any risks posed to the safety or suitability of food
- Ensuring that the place has adequate space for producing, handling and processing of food as well as fixtures, fittings and equipment
- Ensuring that the design of the place enables the movement of staff, visitors and food to flow in a way that prevents and manages risk
- Ensuring the design of the place provides easy access for cleaning and maintenance
- Ensuring the place is designed, constructed and located as to exclude dirt, dust, fumes, smoke and other contaminants as well as prevents pests from entering and remaining
- Ensure materials used in the construction of the premises are not capable of contaminating food

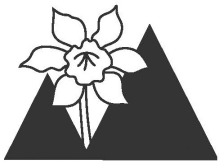
The operator must also ensure that the facilities, equipment and essential services are designed, constructed, and located in a way that enables food to be safe and suitable, this includes:

- Ensuring facilities, equipment, and essential services are not operated beyond their capacity or capability
- Water used for producing, processing, handling of food and for personal hygiene and cleaning is suitable for purpose, does not adversely affect the safety and suitability of food
- The capacity of the water supply is adequate for the food business

Training requirements

It is good operating practice for at least one person, preferably the manager, to have completed a basic food safety course.

Under the Food Act 2014 managers are responsible for training their staff. For example if you are operating under a template Food Control Plan the day-to-day manager must be familiar with and understand all procedures before training staff. The manager would then need to complete and sign a staff training record for each staff person who works in their business.



Carterton District Council

SERVING THE COMMUNITY

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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

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.			
Postal Address		Physical (if different to Postal Address)	
Address:		Address:	
Town/City:		Town/City:	
Postcode:			
<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.		<input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register.	
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	Name:		
	Position:		

5. Who will be doing your verification?

Carterton District 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:	
	Unisex:		Staff Only:		Accessible:	
Wash had basins:						
Outdoor Seating	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Building Consent number <i>if applicable</i> :						
Resource Consent number <i>if applicable</i> :						

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	

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.

