

Application for Registration of Food Business

Food Act 2014

This application is for:

- Template Food Control Plan
- National Programme 3
- National Programme 2
- National Programme 1
- Scope of Operations to be completed and attached with all applications. Refer to the following link.
<https://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/>

Registration

- Currently registered with Christchurch City Council - Licence no:
- New registration with Christchurch City Council

Type of business

- Sole trader or individual
- Partnership
- Limited liability company - NZ Business no:

Description of Business (eg dairy, takeaways, restaurant):

Vehicle to be associated with food stall or mobile shop registration number:

Trading name of business:

Site Address:

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

For additional sites, please complete page 4

Registered Company name or full names – not initials

Company registration certificate must be attached for any Limited Liability Company

Postal address:

Post Code:

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

Contact person and position held:

Contact phone/s:

Email:

Verification Agency: Christchurch City Council (**for Template Food Control Plans only**).

Other (National Programme). Please specify.

For all National Programme applications, please provide a letter of confirmation from your verification agency. The Council does not register Custom Food Control Plans.

Verification is a separate and additional charge.

All applicants to complete

Opening date (if new business):

Name of day-to-day manager (if different from above):

Position held:

Registration Payment

You must not sell food until you have your Notice of Registration.

- You will be invoiced for the application and registration fee. Your **Notice of Registration** will be posted to you **when we have received full payment**.
- Where the Council has issued an invoice for the payment of any fee or charge under **Section 205 of the Food Act 2014** and the amount invoiced has not been paid by the stated due date, the Council may commence debt recovery action.
- The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt on a solicitor client basis as outlined in the Fees and Charges Schedule of the Council's Long Term Plan.

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 Christchurch City Council, PO Box 73013, Christchurch 8154; and

Some of the information collected will be displayed on a 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 Christchurch City Council is official information and may be subject to a request made under the Local Government Official Information and Meetings Act 1987.

If a request is made under that Act for information you have provided in this application, the Christchurch City Council must consider any such request in accordance with its obligations under the Local Government Official Information and Meetings Act 1987 and any other applicable legislation.

Acknowledgement

I confirm that:

- I am authorised to make this application as the person with legal authority for the specified business.
- The information supplied in this application is truthful and accurate to the best of my knowledge.
- The operator of every food business covered by this application is a New Zealand resident within the meaning of section YD 1 or YD 2 of the Income Tax Act.

Signature of applicant:

Date:

Christchurch City Council: Phone 941 8999, PO Box 73013, Christchurch 8154,
Email: healthadmin@ccc.govt.nz, or visit: <http://ccc.govt.nz/>

Site

Trading name of business:

Site Address:

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

Contact responsible person:

Position held:

Contact phone:

Site

Trading name of business:

Site Address:

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

Contact responsible person:

Position held:

Contact phone:

Site

Trading name of business:

Site Address:

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

Contact responsible person:

Position held:

Contact phone:

Complete as many Multi-site business details forms as required to list all sites.