

Application for registration of food business – Food Act 2014

(single site or additional site for multi-site application)

Absolutely Positively
Wellington City Council
Me Heke Ki Pōneke

Need help to fill out this form? Please refer to our Information Sheet for Registration of Food Business.
If you still have questions there are contact details at the end of this form.

1. Site details

Trading name of business:

Trading address of business OR mobile:

Postcode:

Tick here if the trading address is a personal dwelling and you do not want it to appear on a public register

Name of day-to-day manager:

Position held:

Business phone:

Mobile phone:

Email:

Opening date (*new business*)/Takeover date (*existing business*):

2. Details of owner

Full legal name of owner or company (*this name will appear on the registration certificate*):

Postal address for all correspondence:

Post code:

Tick here if the postal address is a personal dwelling and you do not want it to appear on the public register

Contact person:

Position held:

Business phone:

Mobile phone:

Email:

Type of business

Sole trader or individual

Partnership

Limited liability company

NZ Business no: _____

Other – please describe

3. Franchise information only

Managed by head office
Independently managed

4. What are you applying for

New registration with Wellington City Council, or
Verification services only, or
Significant change to a current Food Control Plan or National Programme registration

WCC registration or SR number (*for significant change only*): _____

Tick one:

- Change of physical location
- Adding additional site to a multi-site registration
- Change to your scope of business. Please describe what has changed:

5. What plan do you intend to use or are you using

Template Food Control Plan
National Programme 1
National Programme 2
National Programme 3

You are required to have onsite the correct guidance material. Here is a link to get what you need:
<https://www.mpi.govt.nz/food-safety/food-act-2014/my-food-rules/>

6. What type of food do you make

Please provide a short description of the type of food you make:

7. Food stall or mobile trader only

Please indicate if you are operating from a stall or vehicle: Stall Vehicle

Type of vehicle to be associated with business (*eg van, truck, trailer, cart*):

Vehicle registration:

Make and model

Where do you intend to trade?

8. Trading operations

Tick any of the sectors below that describe your operation

Food Retail	Manufacture, bake or process food for wholesale	Transport, distribute or warehouse food	Provide food to pre-school children
Food Service	Grow food	Extract and pack honey	Exempt

Tick any of the operations below that describe how you distribute your products or services

Export	Mobile eg food truck	Eat in premises	Transport provider
Import	Internet sales	Takeaway	Storage provider
Retail	Market eg food stall	Caterer	
Wholesale	On licence	Home delivery	

9. Grease trap

Is there a grease trap at the premises? Yes No

If yes - is it shared with another premises or operator? Yes No

Type of grease trap, if known Big Dipper Passive Grease Converter

Capacity (*in litres if known*)

This information is collected for the purpose of billing for the discharge of trade waste under the Wellington City Council Consolidated Bylaw 2008 Part 3 Trade Waste Consents and the Trade Waste Policy 2016. Billing will be annual and will be invoiced in conjunction with the registration of your food premises.

Visit wellington.govt.nz for more information about grease traps, trade waste approvals and related fees.

10. Who will do your verifications?

Food Control Plan:

Wellington City Council

I agree to pay fees, as approved by Wellington City Council, incurred for verification services. I agree to the terms of engagement for verifications set out in schedule 1

National Programme 1, 2 or 3

Wellington City Council

I agree to pay fees, as approved by Wellington City Council, incurred for verification services. I agree to the terms of engagement for verifications set out in schedule 1

Other verifier: _____

I have attached a letter from my verification agency confirming I have engaged them to carry out verifications.

11. Collection of information

Collection of personal information

This information is being collected by Wellington City Council, PO Box 2199, Wellington 6140. We are collecting, and will hold, this information for the purpose of registering your business under the Food Act 2014. Some of the information collected will be displayed on a public register. We are authorised to collect this information by sections 53 and 83 of the Food Act 2014. Supplying this information is voluntary, but if you do not provide it then we may have to return your application form to you, and we may have to refuse to register your business under the Food Act 2014. You have the right to access and correct any personal information you have provided to us using the process in the Privacy Act 2020.

Collection of official information

The information you provide to Wellington 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, Wellington City Council must consider it, in line with our obligations under the Local Government Official Information and Meetings Act 1987 and any other legislation.

12. Fees and charges

Verification fees and charges are published on our website wellington.govt.nz and are subject to periodic review in accordance with the Act. Fees are payable in advance and are only refundable in certain circumstances. You can also find information about the fees payable for a new business on the Information Sheet for Registration of Food Business.

13. Acknowledgement

By completing and signing this application, 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 tax resident within the meaning of section YD 1 or YD 2 of the Income Tax Act.

The operator of the food business is able to comply with the requirements of the Food Act 2014.

If the application applies to more than one food business, I have control, authority and accountability for the matters covered by the plan.

Signature of applicant: _____ Date: _____

14. How to lodge your application or contact us for more information

Mail: Public Health, Wellington City Council, PO Box 2199, Wellington 6041

In person: Wellington City Council service desks at:
Te Awe Library, 29 Brandon Street, 8am–5pm, Monday to Friday
Johnsonville Library, 34 Moorefield Road, 10am–5pm, Monday to Friday

Phone: 04 499 4444

Email an application: **foodapplications@wcc.govt.nz**

Email enquiries about registrations and verifications: **publichealthenquiries@wcc.govt.nz**

Schedule 1 – Terms of engagement for verifications

Wellington City Council ("**Council**") is a registration authority under the Food Act 2014 ("**Act**") for food control plans ("**Plans**") and food businesses subject to a national programme ("**Programme**").

The Ministry for Primary Industries ("**Ministry**") has appointed the Council a verifier under the Act to verify businesses subject to the Plans and the Programme.

Under the Act, any appropriately recognised agency or person can verify a business operating under the Programme.

The following terms and conditions apply to food businesses which have agreed with the Council to act as their verifier.

Agreement to verify

1. If your application for Wellington City Council to act as your verifier is accepted, both parties agree that the Council will verify the Plan or Programme on the terms set out below.

Term and Termination

2. The food business may terminate the agreement with the Council at any time by giving 1 month written notice.
3. The Council may terminate the agreement and stop providing services immediately if the food business is in breach of these terms and conditions or if their registration is revoked, suspended, surrendered or substituted.

Conflicts of interest:

4. Any member of staff of the Council involved in the design of your food or procedures or who has a family or personal connection with you or your business cannot act as your verifier. We aim to undertake the agreed services in an independent and impartial manner at all times.

Nature and Purpose of Services

5. Council will conduct its verification function under the Act and the Food Regulations 2015 ("**Regulations**").
6. Council will obtain all evidence which in its discretion allows it to consider and determine whether a food business complies with the Plan or Programme and the relevant provisions of the Act and Regulations. The nature and extent of Council's procedures may vary according to the type of business, risk assessment, and previous compliance history. Council will focus on what is most important for the food safety at each business.
7. At the end of the verification, Council will provide the food business with an outcome report for each verification topic. Possible outcomes are:
 - a. performing (*fully meeting applicable requirements of the Act*);
 - b. conforming (*adequately meeting applicable requirements of the Act*);
 - c. non-conforming (*applicable requirements of the Act are not fully met by the deficiency(s) are not likely to affect the safety or suitability of food*); and
 - d. non-complying (*applicable requirements of the Act are not fully met and findings can be referenced to an offence provision in part 4 of the Act*).
8. If any issues are discovered, Council will work with the food business on a plan to address those issues, including setting reasonable timeframes, and the timing of the next verification visit.
9. Council will provide the Ministry with a report of the outcome of the verification visit.

Obligations of the food business

10. The food business agrees to provide Council with reasonable access to:
 - a. the food business;
 - b. information and documents relating to the food business;
 - c. documents that are required to be kept under the risk-based measure
 - d. food and to food-related accessories that are used, or ought to be used, in connection with the risk-based measure.

11. The food business warrants that all information and documents provided are complete, true and accurate and up-to-date and that:
 - a. all food preparation tasks are being properly carried out by appropriate staff who have been suitably trained and instructed;
 - b. any restrictions or conditions placed on the registration are being complied with; and
 - c. they will notify Council of any further information, including any post-verification events, which may have a bearing on the verification.

Collection of information

12. As noted under "Collection of Information" in the Application for Registration form, WCC is required to collect information which will be used in a public register. Disclosure of this information may be required by law.

Complaints and disputes

13. If you dispute any recommendation put forward by your verifier, please contact within **15 working days** after receipt of the verification report the Public Health Manager at Wellington City Council by email to **publichealthenquiries@wcc.govt.nz** or by mail to The Manager Public Health, Wellington City Council, PO Box 2199, Wellington 6140. All complaints are held as confidential, although the matter may be discussed with the verifier.
14. The registration authority has **20 working days from the date the request is received** to reconsider the decision.
15. If you have a complaint about the quality of service you have received or about your verification officer please contact the Public Health management team by email to: **phmanagement@wcc.govt.nz**

Our charges

16. Verification fees are prescribed within Council's fees and charges structure as published on our website wellington.govt.nz under Food Safety – Fees. The fees are subject to annual review and any changes publicly notified through the Annual Plan process. Fees are payable in advance and are only refundable in certain circumstances.
17. Council will send invoices and other notices to the last address you have given us. Council can assume any invoice or notice we send by post has been delivered 5 days after we e-mail or post it. Please tell us if you change your address.

Disclaimer

18. A verification under the Act does not constitute a permit, authorisation, or other permissions under any other act, regulation or bylaw. The verification report provided is based on the inspection of the accessible aspects of the food business and represents the Council officer's opinion of the observable condition of the building, facilities, equipment and documents on the day and time of the inspection.
19. The verification report is prepared for the food business and the Ministry only. The food business agrees to not disclose the verification report to any third party. The food business agrees to indemnify, defend and hold the Council harmless from any third party claims arising out of the food business distribution of the inspection report to any third party.
20. The Council's liability for mistakes or omissions in the verification report is limited to a refund of the fee paid for the verification.