

APPLICATION FORM FOR REGISTRATION UNDER THE FOOD ACT 2014 (MULTI SITE)

Pursuant to the **Food Act 2014**



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Post, deliver, or email your application to South Wairarapa District Council:

Post: Environmental Health Services, PO Box 6, Martinborough 5741

Deliver: South Wairarapa District Council, 19 Kitchener Street, Martinborough 5711

Email: health@swdc.govt.nz (For enquiries, please phone 06 306 9611)

NEW APPLICATION: COMPLETE ALL APPLICABLE REQUIREMENTS (1-10)

RENEWAL APPLICATION: COMPLETE APPLICABLE REQUIREMENTS (3-10)

- 1 ☐ **During the planning stage of any new food premises, please check with South Wairarapa District Council (SWDC)'s Planning and Building Departments to ensure that the proposed premises meets all relevant requirements such as building or resource consents.**
- 2 ☐ Check "Food Safety Rules" on the Ministry of Primary Industries (MPI) website: <https://www.mpi.govt.nz/food-business/food-safety-rules/>. Most medium or low risk businesses will require a National Programme (NP). Most food preparation businesses will require a Food Control Plan. **If you manufacture (make for wholesale) very high risk foods you will need a Custom Food Control Plan which must be registered with MPI:** <https://www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/steps-to-a-custom-food-control-plan/>
- 3 ☐ If you were registered with either the Ministry for Primary Industries or your local council before 1 March 2016, make sure you have your previous registration IDs on hand. These are IDs such as FSA-JBIP-12345 or WEBB-12345.
- 4 ☐ **Complete the application form legibly.** The application may be declined if the form is incomplete and/or illegible.
- 5 ☐ **Attach completed Scope of Operations document.** This is available from the SWDC website <https://swdc.govt.nz/services/forms/> or <https://www.mpi.govt.nz/food-business/running-a-food-business/forms-and-documents-for-food-act-plans-and-programmes/#scope>. Please submit the proper Scope of Operations document related to the activity of your food business.
- 6 ☐ Registration information for every address covered in this application. Attaching a spreadsheet to the application is preferred. Appendix 1 shows the information required for each address in addition to the main one.
- 7 ☐ **Mobile Food premises will need to have a Warrant of Fitness (WoF), Electrical Check/Warrant of Electrical Fitness (WoEF), Gas Certification, etc.** *Note: This is covered by legislation other than the Food Act 2014.*
- 8 ☐ **Attach a letter from your verifier or verification certificate if your verifier is not Council (National Programmes and Custom Food Food Plans only).** If you are applying for a National Programme (NP) registration, you can choose your verifier. You will need a confirmation letter from your verifier to attach to this application. A list of recognised verification agencies can be found on the MPI website www.mpi.govt.nz under "Getting your food business verified". The law requires Councils to verify businesses registered under the Template Food Control Plan. **South Wairarapa District Council is unable to verify National Programmes.**
- 9 ☐ **Attach a copy of your company registration certificate if you are a company, or a valid photo ID (e.g. Passport, NZ Driver's Licence, HANZ18+, or Kiwi Access Card) if you are applying as a non-registered enterprise or individual.** If your business is a registered limited liability company, please obtain a copy of the company registration certificate from www.companies.govt.nz. Please note that the operator of the food business is a resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding YD 2(2)) of the Income Tax Act 2007.
- 10 ☐ **An invoice for the registration and related fees will be sent to the applicant upon receiving the application.** The list of fees are located in the fee section of this application form. Renewal applications must be applied for before your registration expires. We are unable to renew an expired registration and a new registration must be applied for.
 - If there are any changes to the details provided in this application after it has been sent, please notify us in writing immediately.
 - It is the applicant's responsibility to arrange a verification with their verifier before their registration expires. The fee for verifications with Council (*Template Food Control Plans only*) is \$442.00 which must be paid before verification can be closed out. National Programme verifications and Custom Food Control Plans must be the fees of their external verifier.

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 2020, 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 South Wairarapa District Council is official information and may be subject to a request made under the Local Government Official Information Act 1987.

PRIVACY STATEMENT

We collect, use, and disclose personal information you provided:

- For the purpose(s) of processing your application; and
- To communicate with you for Council purposes; and
- To tell you about products and services we believe may be of interest to you; and
- To enable us to maintain our records and to carry out statutory functions.

FOR OFFICE USE ONLY:

Inspector's Approval:

- ☐ Applicant's Completed Form
- ☐ Applicant's Completed Scope of Operation Form
- ☐ Applicant's Attached Supporting Documents
- ☐ Amount of Levy to be charged

☐ Approved

☐ Declined

Inspector's Name & Signature:

Date:

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1. WHAT TYPE OF RISK BASED MEASURE ARE YOU APPLYING TO REGISTER? (PLEASE TICK)

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

2. IS THIS A NEW OR EXISTING BUSINESS, OR A RENEWAL? (PLEASE TICK)

- ☐ New Business • Proposed Opening Date :
- ☐ Renewal • SWR Number (On Registration Certificate) :
- ☐ Existing Business : ☐ Significant Change ☐ Amendment

3. TRADING OPERATIONS (PLEASE TICK)

- | | | | |
|--|-----------------------------------|---|---|
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Import | <input type="checkbox"/> On-Licence | <input type="checkbox"/> Transport Provider |
| <input type="checkbox"/> Eat-in Premises | <input type="checkbox"/> Internet | <input type="checkbox"/> Retail | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Export | <input type="checkbox"/> Market | <input type="checkbox"/> Storage Provider | |
| <input type="checkbox"/> Home Delivery | <input type="checkbox"/> Mobile | <input type="checkbox"/> Takeaway | |

4. WHO IS THE OPERATOR OF THE FOOD BUSINESS? (PLEASE TICK AND PRINT CLEARLY)

Legal Name(s) of Operator:
(e.g.: Registered Company,
Partnership or Individual)

- ☐ I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz) or Photo ID for non-registered enterprise/individual.

Trading Name (If any):
(i.e.: "Trading as")

- ☐ Same as Legal Name above

Operator Address and Contact Details

You must provide this information to be registered. However, if the address is a dwelling house, you may ask that the address is withheld from the public register by ticking the box below.

Postal Address:

Address:	<input type="text"/>
Town/City:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>

Physical Address (If different from Postal Address)

Address:	<input type="text"/>
Town/City:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>

- ☐ This address is a private dwelling and I wish it to be withheld from the public register.

- ☐ This address is a private dwelling and I wish it to be withheld from the public register.

NOTE: WHO IS THE OPERATOR?

This section is for the owner or person in control of the food business. If you are applying for an NP registration, there can only be one business and operator. If you are applying for registration under the Template Food Control Plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan and the Appendix is for the other businesses and addresses.

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PLEASE PRINT CLEARLY

AUTHORISED PEOPLE TO CONTACT CONCERNING THIS APPLICATION:

The Contact Person details entered below will be used for communications about your Registration, such as sending Approval Documents and Renewal Reminders. Contact Council if the details change.

Manager for the Business:	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

By entering an email address, you consent to being sent information and notifications electronically, if required.

IF DIFFERENT FROM ABOVE:

The Contact Person details entered below will be used for communications about your Food Control Plan (e.g.: Verification Reports, Corrective Actions, and Close-out. Contact Council if the details change.

Manager for the Food Control Plan:	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

By entering an email address, you consent to being sent information and notifications electronically, if required.

5. WHO WILL BE DOING YOUR VERIFICATION? (PLEASE TICK)

- ☐ **South Wairarapa District Council:** Template Food Control Plan
- ☐ **External Verifier:** National Programmes/Custom Food Control Plan/Mobile & Multi-district Operator
- ☐ *I have attached a confirming letter from my External Verification Agency.*

6. ENVIRONMENTAL/HYGIENE CONTROL DETAILS? (PLEASE TICK AND PRINT CLEARLY)

Water Supply:	<input type="checkbox"/> Town Supply	<input type="checkbox"/> Bore/Ground Water
Number of Staff:	<input type="text"/>	Premises Max. Occupancy: <input type="text"/>
Grease Trap?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Grease Trap Shared? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Grease Trap: <small>(Please speak to the Environmental Services Team)</small>	<input type="checkbox"/> Passive <input type="checkbox"/> Big Dipper <input type="checkbox"/> Grease Converter	
Toilet Numbers:	Male: <input type="text"/> Female: <input type="text"/> Accessible: <input type="text"/>	Handwash Basins:
	Urinal Stalls: <input type="text"/> Unisex: <input type="text"/> Staff Only: <input type="text"/>	<input type="text"/>

1. FOOD STALL OR MOBILE TRADER ONLY (PLEASE TICK AND PRINT CLEARLY)

Are you operating from?	<input type="checkbox"/> Food Stall <input type="checkbox"/> Food Truck / Vehicle
Where do you intend to trade?	<input type="text"/>
Vehicle registration	<input type="text"/>
Make and Model	<input type="text"/>

7. APPLICANT STATEMENT: AGREEMENT AND DECLARATION (PLEASE TICK AND PRINT CLEARLY)

- ☐ I agree that I (as the manager, operator, or representative of the food business) am duly authorised to make this application. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and the operator of the food business is able to comply with the requirements of the Food Act 2014.

Name	<input type="text"/>	Job Title	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

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APPENDIX 1: DETAILS FOR OTHER BUSINESSES

Legal name(s) of site operator (e.g. registered company, partnership or individual) <i>(This is for template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)</i>	<input type="checkbox"/>	NZ Business Number <i>(Where Applicable)</i>	Site Trading name, if any <i>(i.e.: Trading as:)</i>	Street/Physical Address <i>(location of actual place)</i> <i>(Tick box if you wish the address to be withheld from the public register because it is a private dwelling house)</i>	<input type="checkbox"/>	Vehicle Registration numbers <i>(mobile businesses only)</i>	Site day-to-day manager position
e.g.: ABC Foods Limited	<input type="checkbox"/>		e.g.: YummyCakesRUs	e.g.: 123 Cake Road, Chocolate Hills	<input type="checkbox"/>		e.g.: John Doe
1	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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Here is the list of Food Act Registration, Verification, and MPI Levy Fees:

<https://swdc.govt.nz/services/council-fees-and-charges/>

FOOD ACT REGISTRATION, VERIFICATION, & RELATED FEES (1 ST OF JULY 2025)	
Food Act Registration – New Application	\$ 250.00
Renewal Application – Renewal Application or Amendment	\$ 150.00
Food Act Verification (Template Food Control Plan)	\$ 442.00
EHO Hourly Rate for Compliance Enforcement	\$ 150.00

MPI FOOD BUSINESS LEVY FEE (1 ST OF JULY 2025)	
MPI domestic food business levy payable under the Food (Fees, Charges and Levies) Regulation 2015	\$ 66.13
MPI domestic food business levy collection costs	\$ 12.65

NOTE:

Payment for the MPI Levy must be made to South Wairarapa District Council (SWDC). Businesses registered with SWDC cannot pay the Levy directly to MPI.

Terms and Conditions for Verifications

South Wairarapa District Council ("Council") is a registration authority under the Food Act 2014 ("Act") for Template Food Control Plans ("Plans"). The Ministry for Primary Industries ("Ministry") has appointed approved External Verifiers under the Act to verify businesses subject to a national programme ("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 South Wairarapa District Council to act as your verifier is accepted, both parties agree that the Council will verify the Plan 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 a written notice.
3. 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 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, Council is required to collect information which will be used in a public register. Disclosure of this information may be required by law.

Our Charges

13. Verification fees are prescribed within Council's fees and charges structure as published on our website www.swdc.govt.nz under Food, Alcohol, Gambling, Noise, & Other Bylaws. 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.

Disclaimer

14. 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.
15. 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.