

Application for Registration

Food Act 2014 – FAA-01

| WHAT TYPE OF REGISTRATION ARE YOU APPLYING FOR? | |
|---|---|
| <input type="checkbox"/> Single Site | <input type="checkbox"/> Multi-site (also need to complete FAA02 form) |
| Risk based measure (RBM) | <input type="checkbox"/> Simply Safe and Suitable – S39-00002 Template (Food Control Plan) <input type="checkbox"/> National Programme 3 <input type="checkbox"/> National Programme 2 <input type="checkbox"/> National Programme 1 |
| Is this application for: <input type="checkbox"/> a new business. What is the proposed opening date? | |
| <input type="checkbox"/> or change of ownership of existing business | |
| Description of Operation | |

WHO IS THE OPERATOR OF THE FOOD BUSINESS?

| | |
|---|---|
| The operator is the owner or other person in control of the business. Multi-site – the operator responsible for the RBM | |
| Legal Name(s) of Operator (name to appear on certificate) | |
| Status of Operator | <input type="checkbox"/> Registered Company <input type="checkbox"/> Partnership <input type="checkbox"/> Individual |
| NZ Business Number See www.business.govt.nz/companies | |
| Postal Address | <input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register |

DAY TO DAY MANAGER

The person who has the overall responsibility to make sure the RBM is being followed, receives communications about your registration (sending approval documents and renewal reminders)

| | |
|---------------|--|
| Full Name | |
| Position | |
| Address | |
| Daytime Phone | Mobile |
| Email | By entering an email address you consent to being sent information and notifications electronically, if required |

OFFICE USE

| | | |
|-------------------|---------|--|
| Area office stamp | Records | Licence No: LIC PP-REG: Fee: Cash /Credit/DD/EFT (FA14H Establishment Fee) FAA \$402.00 (+\$130.00 for each additional site) |
|-------------------|---------|--|

| PHYSICAL SITE OF FOOD BUSINESS | |
|---|--|
| <input type="checkbox"/> Single Site | <input type="checkbox"/> Multi-site |
| Complete details below | Complete FAA-02 Multi-site details form |
| Premises Name (i.e. Trading As) | |
| Street Address (if mobile business – base address.) | |
| Trading Hours | |
| Vehicle Registration Number (Mobile businesses only) | |

WHO WILL BE DOING YOUR VERIFICATION?

| | |
|--|--|
| <input type="checkbox"/> Template FCP - Southland District Council will be your verifier | |
| <input type="checkbox"/> National Programmes or Mobile operating outside SDC Area | |
| Name of verification agency | |
| <input type="checkbox"/> I have attached a confirming letter from my verification agency | |

SCOPE OF OPERATIONS

| |
|--|
| <input type="checkbox"/> Attached completed “scope of operations” document for your business? |
| If your business changes in any way you must notify Southland District Council’s Environmental Health team to update the scope of operations |

APPLICANT STATEMENT

| | | | |
|---|--|------------|--|
| I confirm that: | | | |
| 1. I am authorised to make this application as the person with legal authority for the specified business | | | |
| 2. The information supplied in this application is truthful and accurate to the best of my knowledge | | | |
| 3. 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 | | | |
| 4. The operator of every food business covered by this application is able to comply with the requirements of the Food Act 2014 | | | |
| Name: | | Job title: | |
| Signature: | | Date: | |

FINAL CHECK BEFORE SENDING YOUR APPLICATION TO SOUTHLAND DISTRICT COUNCIL

| |
|---|
| Have you: |
| <input type="checkbox"/> Filled this form in completely and legibly |
| <input type="checkbox"/> Attached the completed scope of operations document? |
| <input type="checkbox"/> If multi-site – also completed a FAA-02 Multi-site details form? |
| <input type="checkbox"/> Attached a letter from your verifier – if it is not Council? |
| <input type="checkbox"/> Attached copies of company registration certificates if you have a registered limited liability company? |
| <input type="checkbox"/> Read and signed the Applicant Statement? |
| <input type="checkbox"/> Included fee payment for this application? |

PAYMENTS CAN BE MADE BY BANK DEPOSIT OR PAYMENT WITH THE APPLICATION (FEES TO 30 JUNE 2020)

| | |
|---|---|
| Bank Account: 02 0924 0064987 00 Reference: FAA followed by trading name e.g. FAA Bob’s Burgers | |
| Fee for a new business registration | \$402.00 (+\$130.00 for each additional site) |
| Note: Verification fees are charged separately, please contact your verifier for current costs | |

Scope of Operations:

Template Food Control Plans and National Programmes

Business Name : _____

Date : _____

All businesses to complete questions 1 & 2 (Tick as applicable)

1. Trading Operations – How do you distribute your products or services?

| | | | | | |
|--------------------------|---------------------|--------------------------|------------------|--------------------------|----------------|
| <input type="checkbox"/> | Caterer | <input type="checkbox"/> | Eat-in premises | <input type="checkbox"/> | Export food |
| <input type="checkbox"/> | Home Delivery | <input type="checkbox"/> | Import food | <input type="checkbox"/> | Internet sales |
| <input type="checkbox"/> | Market sales | <input type="checkbox"/> | Mobile trader | <input type="checkbox"/> | Retail sales |
| <input type="checkbox"/> | On-licence premises | <input type="checkbox"/> | Storage provider | <input type="checkbox"/> | Takeaway |
| <input type="checkbox"/> | Transport provider | <input type="checkbox"/> | Wholesale | | |

2. What processes do you use to make your food?

| | | | | | | | |
|--------------------------|--|--------------------------|------------------------------|--------------------------|--|--------------------------|----------------------------|
| <input type="checkbox"/> | Acidification | <input type="checkbox"/> | Aseptic processing/packaging | <input type="checkbox"/> | Canning/retorting | <input type="checkbox"/> | Concentration |
| <input type="checkbox"/> | Drying | <input type="checkbox"/> | Fermentation | <input type="checkbox"/> | Handling chilled ready to eat products | <input type="checkbox"/> | High-pressure processing |
| <input type="checkbox"/> | Holding food at serving temperature | <input type="checkbox"/> | Irradiation | <input type="checkbox"/> | Novel or unique processes | <input type="checkbox"/> | Pasteurisation (with heat) |
| <input type="checkbox"/> | Processing chilled ready to eat products | <input type="checkbox"/> | Reheating | <input type="checkbox"/> | Slow or low temperature cooking | <input type="checkbox"/> | None of the above |

Template Food Control Plan businesses to complete: *(Tick as applicable)*

| | SECTOR | PRODUCT(S) |
|----------------------------|--|--|
| Template Food Control Plan | Food Service Sector: Make or prepare food <i>(to be eaten straight away)</i> | <input type="checkbox"/> Ready to eat meals & snacks served direct to customers (to order) <input type="checkbox"/> Minimally processed fruits & vegetables processed and sold direct to customers <input type="checkbox"/> Sushi <input type="checkbox"/> Doner Meat <input type="checkbox"/> Chinese Style Roast Duck |
| | Food Retail Sector: Make or prepare food | <input type="checkbox"/> Raw Meat, Poultry & Seafood <input type="checkbox"/> Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold <i>(E.g. pesto, fruit salads, frozen vegetables, coleslaw)</i> <input type="checkbox"/> Baked products without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks retailed <i>(E.g. sandwiches, meat pies)</i> <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Shelf-stable products |

National Programme Level 3 businesses to complete: *(Tick as applicable)*

| SECTOR | PRODUCT(S) |
|---|---|
| <p>Food Retail Sector: Handle food but <u>does not</u> make or prepare food</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Egg products <input type="checkbox"/> Raw Meat, Poultry & Seafood <input type="checkbox"/> Processed meat, poultry and seafood products <i>(E.g. salami, sausages, jerky, smoked chicken, raw or cooked processed or ground meats)</i> <input type="checkbox"/> Manufacture/Process Dairy products <input type="checkbox"/> Minimally processed fruits & vegetables retailed <input type="checkbox"/> Processed fruits & vegetables sold <i>(E.g. fruit salads, frozen vegetables, coleslaw)</i> <input type="checkbox"/> Baked products without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks retailed <i>(E.g. frozen meals, sandwiches, meat pies)</i> <input type="checkbox"/> Sauces, Soups, Dressing or toppings <input type="checkbox"/> Infant formula <input type="checkbox"/> Shelf-stable products <i>(E.g. packaged biscuits, canned foods, bulk bin foods)</i> |
| <p>Brewers, Distillers, Manufacturer or vinegar, alcohol or malt</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Beer <input type="checkbox"/> Processed Cereal & Meal products <input type="checkbox"/> Wine & Wine products <input type="checkbox"/> Alcoholic beverages – other <input type="checkbox"/> Vinegar <input type="checkbox"/> Spirits & liqueurs |
| <p>Manufacturer of additives, processing aids, vitamins, minerals or other nutrients added to food</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Food Additives <input type="checkbox"/> Vitamins & Minerals <input type="checkbox"/> Processing aids <input type="checkbox"/> Yeast & Yeast products |
| <p>Manufacturer of non-alcoholic beverages</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Water <input type="checkbox"/> Soft drinks <input type="checkbox"/> Formulated drinks <input type="checkbox"/> Fruit/Vegetable juice |
| <p>Manufacturer of dry mix products</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Dried mixes containing animals products <input type="checkbox"/> Dried mixes not containing animal products |
| <p>Manufacturer of oils or fats</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Edible oils <input type="checkbox"/> Margarine & table spread <input type="checkbox"/> Animal fats |
| <p>Processors of herbs or spices</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Herbs & spices <i>(E.g. Extracting saffron, drying herbs, blending herbs)</i> <input type="checkbox"/> Salt |
| <p>Processors of grain</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Whole grains <input type="checkbox"/> Processed cereal & meal products |

National Programme Level 3

National Programme Level 2 businesses to complete: *(Tick as applicable)*

| National Programme Level 2 | SECTOR | PRODUCT(S) |
|--|---|---|
| | Preschool food service (Early Childhood centre) | <input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Infant formula |
| | Bake only bread and bread products | <input type="checkbox"/> Breads |
| | Manufacture/Make confectionary | <input type="checkbox"/> Chocolate & cocoa products <input type="checkbox"/> Sugar confectionary |
| | Manufacture/make crisps, popcorn, pretzels or similar snack products | <input type="checkbox"/> Crisps & chips <input type="checkbox"/> Snack products <i>(E.g. Popped popcorn, puffed rice)</i> |
| | Manufacture/Make shelf-stable grain products eg. Cereals, baked products | <input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Breakfast cereals <input type="checkbox"/> Pasta <i>(dried pasta)</i> |
| | Manufacture/Make shelf water based products | <input type="checkbox"/> Ice <input type="checkbox"/> Water based desserts |
| | Manufacture/Make dried or dehydrated fruit or vegetables | <input type="checkbox"/> Processed fruits & vegetables <i>(E.g. Fruit leather, dried fruits)</i> <input type="checkbox"/> Dried fruit & nut mixes |
| | Manufacture/make frozen fruit or vegetables | <input type="checkbox"/> Processed fruit & Vegetables |
| | Manufacture/Make shelf-stable condiments | <input type="checkbox"/> Processed fruit & vegetables <i>(E.g. jams, chutneys etc)</i> <input type="checkbox"/> Fermented fruit & vegetable products <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Sauces, soups, dressings & toppings <input type="checkbox"/> Fermented sauces <input type="checkbox"/> Nut & Seed products <i>(E.g. Peanut butter, bean paste)</i> |
| Process nuts, seeds and/or coffee | <input type="checkbox"/> Nuts & seeds <i>(E.g. Roasted peanuts, spiced cashews)</i> <input type="checkbox"/> Coffee bean products <i>(E.g. coffee roasters)</i> <input type="checkbox"/> Nut & seed products <i>(E.g. Nut or seed flour)</i> <input type="checkbox"/> Dried fruit & nut mixes | |
| Retail manufactured packaged chilled and/or frozen food | <input type="checkbox"/> Eggs <input type="checkbox"/> Raw meat, poultry & seafood <input type="checkbox"/> Processed meat, poultry & seafood products <input type="checkbox"/> Dairy products <input type="checkbox"/> Processed fruit & vegetables <input type="checkbox"/> Baked products, without filling or icing <input type="checkbox"/> Baked products with filling or icing <input type="checkbox"/> Ready to eat meals & snacks <input type="checkbox"/> Sauces, Soups, Dressings, Toppings | |

National Programme Level 1 businesses to complete: *(Tick as applicable)*

| National Programme Level 1 | SECTOR | PRODUCT(S) |
|-----------------------------------|--|--|
| | Extract or package honey | <input type="checkbox"/> Honey |
| | Horticultural production and packing operations | <input type="checkbox"/> Minimally processed fruits & vegetables <input type="checkbox"/> Herbs & Spices <input type="checkbox"/> Nuts & seeds <input type="checkbox"/> Mushrooms |
| | Manufacturer of sugar related products | <input type="checkbox"/> Sugar <input type="checkbox"/> Sugar products <i>(E.g. Golden syrup)</i> |
| | Retailers of hot beverages and/or shelf stable manufacture packaged foods | <input type="checkbox"/> Hot beverages <input type="checkbox"/> Packaged Food (Shelf stable products) |
| | Retailers of manufacture packaged ice cream/ice confectionary (In manufacturer's packaging) | <input type="checkbox"/> Ice cream <input type="checkbox"/> Iced confectionary |
| | Transporters or distributors of food products | <input type="checkbox"/> Frozen food <input type="checkbox"/> Chilled food <input type="checkbox"/> Shelf stable products <input type="checkbox"/> Bulk food <input type="checkbox"/> Hot Food |