

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	

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 ONLY

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)
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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