

Notification Form FA11NP

Change to registration information of a business subject to a national programme under Food Act 2014

This form must be used when notifying Council of one of the following:

- A significant change in circumstances of a registered multi-site food business subject to a national programme under section 81 of the Food Act 2014; or
- A voluntary suspension of a registered multi-site food business to a national programme under section 92 of the Food Act 2014; or
- A surrender of registration of a multi-site food business subject to a national programme under Section 98 of the Food Act 2014.

If you only want a replacement certificate (where certificate has been lost or destroyed), you don't need to submit this form. Simply email sdcsouthlanddc.govt.nz to request a copy of your certificate.

Before you start let's check that you have everything you need:

If the change relates to your scope of operations, a description of your business scope of operations. Find more information by visiting www.southlanddc.govt.nz

If you are changing verification agency, a copy of the confirmation letter from your new verification agency. A list of recognised verification agencies can be found here: <http://mpi.govt.nz/food-safety/food-act-2014/>, Registers & lists.

If your business has changed name, and is a registered limited liability company, a copy of the new company registration certificate. See www.companies.govt.nz

If you are changing, adding or removing addresses where food is handled, you need to make sure you have the address information on hand. A spreadsheet of the site's information attached to your application is acceptable.

Read these notes before you start filling out the form

Information provided may be included on the public register. However you can ask for certain personal information to be withheld from the published register. We will tell you where you can choose that option. You can view the public register here: <http://mpi.govt.nz/food-safety/food-act-2014/>, Registers and lists.

Send the completed notification form and other requirements above to Council at the above address. We prefer email files.

- ⊗ This icon is used when you need to make a decision. The question will help you decide whether you need to complete a particular section. Throughout this form you will need to tick boxes that look like this . A checked box indicates a 'yes' answer.

If there are any changes to the details provided in this form after it has been sent to Council you must promptly inform us of the changes in writing.

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Question A: Do you only want a replacement copy of your registration certificate(s)

Yes → Do not complete this form. Email your request to sdcsouthlanddc.govt.nz

No → Go straight to section 1

1. CURRENT COUNCIL REGISTRATION ID

Complete in all cases

Enter current registration ID number eg FAA-2018/xx

Question B: Do you want to surrender your registration?

Yes → Complete section 2 and section 10 only

No → Go straight to question C

2. SURRENDER

Surrender of registration of a business under a national programme is permitted under section 98 of the Food Act 2014

I wish to surrender the registration in relation to the registration ID referred to in section 1 as at date:

| (dd/mm/yy)

Make sure you also send a note to your nominated verification agency notifying them of the surrender. Complete section 10 before you send this form to MPI.

Question C: Do you want to voluntarily suspend your registration?

Yes → Complete section 3

No → Go straight to question D

3. VOLUNTARY SUSPENSION

Businesses registered under a national programme may voluntarily suspend their registration for a minimum of 3 months and a maximum of 12 months, under section 92 of the Food Act 2014.

I wish to suspend the registration in relation to the registration ID referred to in section 1 until the following date (must be a minimum of 3 months, and a maximum of 12 months):

(dd/mm/yy)

Your suspension will be effective from the date that Council processes your application. You will receive notification when this occurs. Council may require you to provide further information within a specified time.

Question D: Do you want to change any of your registration details?

Yes → Complete section 4-9 as applicable to your changes(s)

No → Go straight to section 10.

4 CHANGE OF OPERATOR DETAILS	
Change in operator details Complete with new details	<input type="checkbox"/> go to section 5
Change of verification details Complete with new details	<input type="checkbox"/> go to section 6
Change of scope of operations	<input type="checkbox"/> go to section 7
Other change	<input type="checkbox"/> go to section 8
Change of multiple address details	<input type="checkbox"/> go to section 9
5 CHANGE OF OPERATOR DETAILS	
Enter details of the person who is either the owner or person in control of the food business. Complete only the parts that have changed.	
Legal Name(s) of Operator (eg registered company, partnership or individual)	
	<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)
NZ Business number	
	If you have a New Zealand Business number (NZBN) provide this. If you want more information about NZBNs, including how to get one, see https://www.business.govt.nz/companies/learn-about/nzbn
Trading Name, if any (ie 'Trading As')	
	<input type="checkbox"/> same as legal name above
OPERATOR ADDRESS AND CONTACT DETAILS	
You must provide this information to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below. Complete only the parts that have changed.	
Postal Address Address: Town/City: Postcode: Country: <input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register	Physical/Courier Address (if different to Postal Address) Address: Town/City: Postcode: Country: <input type="checkbox"/> This address is a private dwellinghouse and I wish it to be withheld from the public register
CONTACT PERSON DETAILS	
The contact person details entered below will be used for communications, such as sending approval documents and renewal reminders. Contact Council if the details change. Complete only the parts that have changed.	
Mobile telephone no	Other telephone no
Email	By entering an email address you consent to being sent information and notifications electronically, if required
Operator day-to-day manager name and position	Name Position

6 CHANGE OF VERIFICATION AGENCY	
Name of new Verification Agency(ies) Council may contact your Verification Agency directly to clarify any issues related to your registration	<input type="checkbox"/> I have attached a copy of the letter confirming my nominated Verification Agency(ies) will provide verification services for my registration
7 CHANGE OF SCOPE OF OPERATIONS	
This combines the type of food you produce, the nature of your business, the trading operations you carry out, and the processes you use to produce your food. Guidance for your scope of operation is available online at www.southlanddc.govt.nz	
<input type="checkbox"/> A description of my updated business operations is attached with <ul style="list-style-type: none"> <input type="checkbox"/> the Food Act sectors I will operate in – for example, retail, food service, manufacturing <input type="checkbox"/> my products – the type of food I will make or sell <input type="checkbox"/> processes – how I will make my food <input type="checkbox"/> trading operations – how and where I will see my products <input type="checkbox"/> The change of scope in operations means I am now a different level of National Programme. My new level is (tick one): <ul style="list-style-type: none"> <input type="checkbox"/> National Programme Level 3 <input type="checkbox"/> National Programme Level 2 <input type="checkbox"/> National Programme Level 1 	
NOTE: If the change in your scope of operations results in a change to your registration type from a national programme to a food control plan, you will need to complete a new application form for registration of a food control plan (see http://mpi.govt.nz/food-act-2014/ , Forms & templates). If your application to register a food control plan is successful, you will then need to surrender your registration under the national programme.	
8 OTHER CHANGES	
If your change is not on the list, describe it here. Attach additional pages if necessary	

9 MULTIPLE ADDRESS DETAILS						
Add extra rows as necessary or attach a file (eg spreadsheet) to your application email with all of the information required below. Indicate if the address is an additional , a removal or a change to existing site.						
Site trading name, if any (ie Trading As)	Street/Physical Address (location of actual place) <small>(Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)</small>	Vehicle Registration numbers (mobile businesses only)	Site day-to-day manager position	Local Council	Tick as applicable	
Eg Yummy CakesRUs, Wellington Store	eg 123 Cakes Road, Faketown 1234	<input checked="" type="checkbox"/>	Eg Store Manager			
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change
		<input type="checkbox"/>			<input type="checkbox"/>	Add Remove Change

10 APPLICANT STATEMENT			
Complete for all applications			
I confirm that			
1. I am authorised to complete this form as the operator or a person with legal authority to act on behalf of the operator; and			
2. The information supplied in this form is truthful and accurate to the best of my knowledge and belief; and			
3. The operator is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD2(2)) of the Income Tax Act 2007			
Name		Job Title	
Signature		Date	
11 COUNCIL SERVICE CHARGE			
The processing fee is \$153.00 per hour. An invoice for the charge will be sent after the application has been processed.			
12 FINAL CHECK AND DOCUMENT PACKAGE TO SEND TO COUNCIL			
Have you			
<input type="checkbox"/> attached a letter from your new verification agency, if applicable?			
<input type="checkbox"/> attached copy of company registration certificate for your limited liability company, if applicable?			
<input type="checkbox"/> attached a new description of your scope of operations, if applicable?			
<input type="checkbox"/> read and signed the Application Statement?			
<input type="checkbox"/> completed section 9 if your application has changes to more than one site?			
<input type="checkbox"/> included fee payment for this application, if applicable?			
COLLECTION OF INFORMATION			
Collection of Personal Information			
Pursuant to Principle 3 of the Privacy Act 1993, we advise that:			
<ul style="list-style-type: none"> This information is being collected for the purpose of registering a change under the Food Act 2014; and The recipient of this information, which is the agency that will collect and hold the information, is Southland District Council, PO Box 903, Invercargill 9810; and Some of the information collected will be displayed on a public register; and The collection of information is required under section 81, 92 or 98 whichever applies, of the Food Act 2014. Failure to provide information under section 81 is an offence under section 240 of the Act penalty – fine up to \$200,000 for corporates and up to \$50,000 for individuals). Failure to provide information under sections 92 and 98 is an offence under section 244 (penalty-fine up to \$20,000 for corporates and up to \$5,000 for individuals) 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 Council is official information and may be subject to a request made under the Official Information Act 1982.

If a request is made under that Act for information you have provided in this application, Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.