

# Notification Form FA11FCP

## Change to Food Control Plan under Food Act 2014

### This form must be used when:

- Applying for registration of a significantly amended<sup>1</sup> template or custom food control plan under section 45 or 46 of the Food Act 2014; such as adding a new place of food business, or a change in the scope of food control plan that may have an effect on the safety and sustainability of food; or
- Notifying of a non-significantly (minor) amended<sup>1</sup> template or custom food control plan under section 45 or 46 of the Food Act 2014, such as change in a type of food that is similar to an existing type of food identified in the food control plan; or
- Notifying of a significant change in circumstances of a food control plan under section 51 of the Food Act 2014; or
- Notifying of a voluntary suspension of a registered food control plan under section 64 of the Food Act 2014; or
- Notifying of a surrender of registration of a food control plan under section 71 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 [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) to request a copy of your certificate. MPI will email you a copy, so make sure you keep us up to date with your current email address.

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

For applications for registration of significantly amended<sup>1</sup> food control plans:

- Documentation to confirm significantly amended food control plan.

If the change relates to your scope of operations, a description of your business scope of operations has changed (clearly marked additions and/or deletions). Find more information by visiting [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz), food businesses.

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](http://www.companies.govt.nz)

If you are altering, changing, adding or removing addresses where food is handled, you need to make sure you have the address information on hand, and any new or changed site plans. A spreadsheet of the sites' information attached to your application is acceptable. You need to make sure you can confirm that every new or changed operator of the food business covered by the food control plan is a resident in New Zealand within the meaning of section YD or YD2 (excluding YD2(2)) of the Income Tax Act 2007, and provide company registration certificates for any limited liability companies.

<sup>1</sup>To decide if your change is a significant amendment, you can check with your verifier, or see Food Notice: Food Control Plans and National Programmes at <http://mpi.govt.nz/food-safety/food-act-2014/>

**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 application after it has been sent to Council, you must promptly inform us of the changes in writing.

# Notification Form FA11FCP

## Change to Food Control Plan under Food Act 2014

**Question A: Is your food control plan already registered with Council?**

- Yes → Go to question B
- No → Do not complete this form. Use “application for registration form”

**Question B: 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](mailto:sdcsouthlanddc.govt.nz)
- No → Go to section 1

### SECTION 1 – CURRENT COUNCIL REGISTRATION ID

Complete in all cases – Enter current registration ID number eg – FAA-2018/xx

**Question C: Do you want to surrender your registration**

- Yes → Complete section 2 and section 12 only
- No → Go straight to question D

### SECTION 2 - SURRENDER

Notification of surrender of registration of a food control plan is required under section 71 of the Food Act 2014

I wish to surrender the registration ID referred to in Section 1 as at date

(dd/mm/yy)

Make sure you also send a note to your nominated Recognised Verification Agency notifying them of the surrender. Complete Section 12 before you send this form to MPI.

**Question D: Do you want to voluntarily suspend your registration?**

- Yes → Complete section 3
- No → Go straight to question E

### SECTION 3 – VOLUNTARY SUSPENSION

Businesses operating registered food control plans may voluntarily suspend their registration for a minimum of 3 months, and a maximum of 12 months, under section 64 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 minimum of 3 months and maximum of 12 months):

(dd/mm/yy)

I wish to suspend the following operations (tick one):

- All operations, or
- Certain operations as described below (or attach additional pages)

**⊗ Question E: Do you want to change any of your registration details?**

Yes → Complete sections 4-9 as applicable to your change(s)

No → Go straight to question F

<b>SECTION 4 – CHANGE CATEGORY</b>	
Change in operator details Complete with new details	<input type="checkbox"/> go to section 5
Change of verification agency Complete with new details	<input type="checkbox"/> go to section 6
Change of scope of operators	<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
<b>SECTION 5 - CHANGE OF OPERATOR DETAILS</b>	
Complete only the parts that have changed. Enter the details of the person who is either the owner of person in control of the food business.	
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 <a href="http://www.companies.govt.nz">www.companies.govt.nz</a>
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 <a href="https://www.business.govt.nz/companies/learn-about/nzbn">https://www.business.govt.nz/companies/learn-about/nzbn</a>
Trading Name, if any (ie 'Trading As')	
	<input type="checkbox"/> same as legal name above
<b>CHANGE OF OPERATOR ADDRESS AND CONTACT DETAILS</b>	
If the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below	
<b>Postal Address</b> 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	<b>Physical/Courier Address (if different to Postal Address)</b> 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

<b>CHANGE OF CONTACT PERSON DETAILS</b>	
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.	
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:
<b>SECTION 6 - CHANGE OF VERIFICATION AGENCY</b>	
<b>Name of new Verification Agency(ies)</b> 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
<b>SECTION 7 - CHANGE OF SCOPE OF OPERATIONS</b>	
Tick one. Scope of Operations tells us about what you do. A scope of Operations form is available online at <a href="http://www.southlanddc.govt.nz">www.southlanddc.govt.nz</a> , and by searching Food Businesses	
<input type="checkbox"/> I have attached a completed Scope of Operations form providing a description of how my business scope of operations has changed (clearly marked additions and/or deletions); or <input type="checkbox"/> I have attached a written description of how my business scope of operations has changed. This includes all of the following <ul style="list-style-type: none"> <li>- The Food Act sectors I operate in – for example, retail, food service, manufacturing</li> <li>- My products – the type of food I make or sell</li> <li>- Processes – how I make my food</li> <li>- Trading operations – how and where I sell my products</li> </ul>	
<b>SECTION 8 - OTHER CHANGES</b>	
If your change is not on the list, describe it here. Attach additional pages if necessary	

**SECTION 9 – MULTIPLE ADDRESS DETAILS**

Any additional pages if necessary, or attach a file (e.g spreadsheet) to your application email with all of the information required below. Indicate if the address is an addition, a removal or a change to existing site. Attach site plans for any new or changed sites.

<b>Legal name(s) of site operator (e.g registered company, partnership or individual)</b> <small>(Tick box to confirm company registration certificate is attached for any Limited Liability Companies)</small>	<b>NZ Business Number</b> <small>(where applicable)</small>	<b>Site trading name, if any (ie Trading As)</b>	<b>Street/Physical Address (location of actual place)</b> <small>(Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)</small>	<b>Vehicle Registration numbers (mobile businesses only)</b>	<b>Site day- to-day manager position</b>	<b>Local Council</b>	<b>Tick as applicable</b>
Eg ABC Foods Limited <input checked="" type="checkbox"/>		Eg Yummy CakesRUs, Wellington Store	Eg 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/>		Eg Store Manager		
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change

⊗ **Question F: Have you made any of the following changes?**

- 1 An amendment to the physical address or location of the food business identified in the food control plan or, in the case of mobile premises, the nominated home base identified in the food control plan
- 2 Any change to the scope of the food control plan or the procedures identified in the food control plan, including:
  - a. major alterations to facilities or equipment; or
  - b. changes to the nature of the business as a result of the merger of 2 or more food businesses or the reorganisation of one or more food businesses;
- 3 An amendment to the food control plan that has an impact on the safety and suitability of the food, including (without limitation), the hazards and other factors that are reasonably likely to occur or arise;
- 4 Adding a new place of food business to a multi-site food control plan.

- Yes → Your change is a significant amendment, and you must apply to register the amended food control plan. Go to Section 10.
- No → Your change requires notification only. Go straight to Section 12.
- Don't know → You can check with your verifier, or see Food Notice: Food Control Plans and National Programmes at <http://mpi.govt.nz/food-safety/food-act-2014/>, Requirements for more information

<b>SECTION 10 – APPLICATION FOR REGISTRATION OF SIGNIFICANTLY AMENDED FOOD CONTROL PLAN</b>			
Tick one			
<b>Custom food control plan</b>	<input type="checkbox"/>	I have attached documentation to confirm significantly amended custom food control plan (refer to Question F)	
<b>Template food control plan</b>	<input type="checkbox"/>	I have attached documentation to confirm significantly amended template food control plan (refer to Question F)	
Name		Job Title	
Signature		Date	

⊗ **Question G: Have you completed Section 9?**

- Yes → Complete Section 11
- No → Go straight to Section 14

<b>SECTION 11 – MULTI-SITE FOOD CONTROL PLANS – APPLICANT STATEMENT</b>			
We accept PDF of scanned versions of signatures			
I confirm that:			
1.	I am authorised to make this application on behalf of the operators listed in Section 9; and		
2.	Every operator of the food business covered by the Food Control Plan is a resident in New Zealand within the meaning of section YD or YD2 (excluding section YD2 (2)) of the Income Tax Act 2007; and		
3.	Every operator of the food business covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.		
Name		Job Title	
Signature		Date	

⊗ **Now go straight to Section 14**

<b>SECTION 12 – NOTIFICATION STATEMENT</b>			
Complete for all notifications			
I confirm that:			
1. I am authorised to make this notification as the operator or a person with legal authority to act on behalf of the operator; and			
2. The information supplied in this notification is truthful and accurate to the best of my knowledge; and			
3. The operator is a resident in New Zealand within the meaning of section YD1 or YD2 (excluding section YD2(2)) of the Income Tax Act 2007			
Name		Job Title	
Signature		Date	

⊗ **Question H: Have you completed Section 9?**

- Yes → Complete Section 13
- No → Go straight to Section 14

<b>SECTION 13 – MULTI-SITE FOOD CONTROL PLANS – MOTIFICATION STATEMENT</b>			
We accept PDF or scanned versions of signatures			
I confirm that:			
1. I am authorised to make this notification on behalf of the operators listed in Section 9; and			
2. Every operator of the food businesses covered by the Food Control Plan is a resident in New Zealand within the meaning of Section YD1 or YD2 (excluding section YD2(2)) of the Income Tax Act 2007; and			
3. Every operator of the food business covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014			
Name		Job Title	
Signature		Date	
<b>SECTION 14 - COUNCIL SERVICE CHARGE</b>			
The processing fee is \$153.00 per hour. An invoice for the charge will be sent after the application has been processed.			



<b>SECTION 15 - FINAL CHECK AND DOCUMENT PACKAGE TO SEND TO COUNCIL</b>
Have you
<input type="checkbox"/> attached documentation to confirm significantly amended food control plan, if you are applying for registration of a significantly amended food control plan?
<input type="checkbox"/> attached a letter from your new verification agency if applicable?
<input type="checkbox"/> attached copies of company registration certificates for any new or changed limited liability companies, if applicable?
<input type="checkbox"/> attached a new description of your scope of operations, if applicable?
<input type="checkbox"/> read and signed either the Applicant or Notification Statement, whichever applies?
<b>COLLECTION OF INFORMATION</b>
<p><b>Collection of Personal Information</b></p> <p>Pursuant to Principle 3 of the Privacy Act 1993, we advise that:</p> <ul style="list-style-type: none"> <li>• This information is being collected for the purpose of submitting a change under the Food Act 2014; and</li> <li>• 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</li> <li>• Some of the information collected will be displayed on a public register; and</li> <li>• 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)</li> <li>• 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.</li> </ul>
<p><b>Collection of Official Information</b></p> <p>All information provided to Council is official information and may be subject to a request made under the Official Information Act 1982.</p> <p>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.</p>