

# APPLICATION FOR REGISTRATION UNDER FOOD ACT 2014

## MULTIPLE SITES IN MASTERTON FOOD CONTROL PLAN ONLY

Masterton District Council  
PO Box 444  
Masterton 5840

Phone: 06 370 6300  
mstn.govt.nz  
health@mstn.govt.nz

During the planning stage of any new food premises please contact Masterton District Council to ensure the proposed premises meets all relevant requirements. Speak to:

- Environmental Health Officer for suitability of the Food Act requirements
- Resource Consents Planner about compatibility with the District Plan
- Building Development Facilitators for Building Act requirements

## APPLICATIONS TAKE 20 WORKING DAYS TO PROCESS (provided all required information is supplied)

### BEFORE YOU START, LET'S CHECK THAT YOU HAVE EVERYTHING YOU WILL NEED:

- Complete the application form
  - Attach completed scope of operations document. Available from Masterton District Council or [www.mpi.govt.nz](http://www.mpi.govt.nz)
  - Attach site plan for each site. Scale floor plan (e.g. 1:50) of the proposed premises showing the layout, fittings and fixtures, detailing all floor, wall and ceiling surfaces, essential features and, if any, outdoor seating.
  - Attach copies of company registration certificates if you have a registered limited liability company. If your business is a registered limited liability company, a copy of the company registration certificate. See [www.companies.govt.nz](http://www.companies.govt.nz)
  - \$134 - Registration fee must be paid when this application is submitted.
- If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.
  - The fee includes up to 2 hours to process the registration. Additional processing will be charged at \$67 per hour.
  - Masterton District Council verification fee is \$235 (up to 3.5 hours). Additional work will be charged at \$67 per hour. This will be invoiced separately.
  - Fees are set in the Masterton District Council Annual Plan, and are reviewed annually.

#### 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 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 the Masterton District Council is official information and may be subject to a request made under the Official Information Act 1982.

Office Use: GL 1520715

## FOOD ACT REQUIREMENTS

The operator must ensure that the design, construction and location of the place of the food business enables food to be safe and suitable, including by:

- Identifying and managing any risks posed to the safety or suitability of food
- Ensuring that the place has adequate space for producing, handling and processing of food as well as fixtures, fittings and equipment
- Ensuring that the design of the place enables the movement of staff, visitors and food to flow in a way that prevents and manages risk
- Ensuring the design of the place provides easy access for cleaning and maintenance
- Ensuring the place is designed, constructed and located as to exclude dirt, dust, fumes, smoke and other contaminants as well as prevents pests from entering and remaining
- Ensure materials used in the construction of the premises are not capable of contaminating food

The operator must also ensure that the facilities, equipment and essential services are designed, constructed, and located in a way that enables food to be safe and suitable, this includes:

- Ensuring facilities, equipment, and essential services are not operated beyond their capacity or capability
- Water used for producing, processing, handling of food and for personal hygiene and cleaning is suitable for purpose, does not adversely affect the safety and suitability of food
- The capacity of the water supply is adequate for the food business

## TRAINING REQUIREMENTS

It is good operating practice for at least one person, preferably the manager, to have completed a basic food safety course. Under the Food Act 2014 managers are responsible for training their staff. For example if you are operating under a template Food Control Plan the day-to-day manager must be familiar with and understand all procedures before training staff. The manager would then need to complete and sign a staff training record for each staff person who works in their business.

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## MULTI-SITE IN MASTERTON

Masterton District Council  
PO Box 444  
Masterton 5840

Phone: 03 370 6300  
mstn.govt.nz  
health@mstn.govt.nz

Type of business  New  Existing

### BUSINESS INFORMATION

Legal name(s) of operator (e.g. registered company, partnership or individual)

Copy of the company name registration from the New Zealand Companies office attached ([www.companies.govt.nz](http://www.companies.govt.nz))

NZ Business number (NZBN)

For more information about NZBNs, including how to get one, visit [www.business.govt.nz/companies](http://www.business.govt.nz/companies)

Trading Name, if any (ie 'Trading as')

Same as legal name above

### OPERATOR ADDRESS

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.

Postal address

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

Physical address

(if different to postal)

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 about your registration, such as sending approval documents and renewal reminders. Contact MPI if the details change.

Mobile

Business Phone

Email

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

Operator day to day manager name

Position

## APPLICATION STATEMENT

I confirm that;

- 1) The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
- 2) The operator of the food business is able to comply with the requirements of the Food Act 2014.

Name  Job title   
Signature  Date  /  /

## IF YOU HAVE ANY QUESTIONS PLEASE CONTACT AN ENVIRONMENTAL HEALTH OFFICER

Masterton District Council  
161 Queen Street email:  
PO Box 444  
Masterton 5840

phone (06) 370 6300  
health@mstn.govt.nz

## DETAILS FOR OTHER ADDRESSES

Add additional rows as necessary or attach a file (e.g. spreadsheet) to application with all of the information required below.

Legal name(s) of site operator (e.g. registered company, partnership or individual)  (This is for template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)	NZ Business Number (where applicable)	Trading Name, if any (ie 'Trading as')	Street/Physical Address (location of actual place)  (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	Vehicle Registration numbers (mobile businesses only)	Site day-to-day manager position
Example: Foods Limited <input checked="" type="checkbox"/>		Yummy Cakes RUs, Masterton Store	123 Cakes Road, Masterton <input checked="" type="checkbox"/>		Store manager Name
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

## WRITTEN PROPOSAL

The written proposal should resemble a business proposal covering the following topics:

- The types of food to be provided and/or example menus
- The operating times of the business
- Whether any food will be transported or labelled
- The training/qualifications/experience of any staff
- The number of staff to be employed
- If operating a home kitchen, how will goods be separated between domestic and commercial use, and how much food is to be produced weekly/monthly.