Approvals
New Zealand Food Safety
Ministry for Primary Industries
PO Box 2526, Wellington, New Zealand 6140
Tel: 04 894 2550
Email: approvals@mpi.govt.nz

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

Application Form FA11C
Change to a Custom Food Control Plan under the Food Act 2014

- This form is for businesses with Custom Food Control Plans. If you have a Template Food Control Plan, use the form FA11T instead to amend your template FCP registration.
- You can submit multiple changes with this application form.
- Send the completed application form, evidence of payment, and the required documents to approvals@mpi.govt.nz.
- Processing time is up to 20 working days from the time we determine that your application is complete.
- Information provided may be included in the public register. You can view the public register here https://mpi.my.salesforce-sites.com/publicregister.
- If there are any changes to the information provided in this application after you submit it, inform approvals@mpi.govt.nz promptly of the changes.

What are you applying for?

☐ **Surrender of registration**	• Complete sections 1, 2 and 8 or or else send an email confirming that you want to surrender your registration to approvals@mpi.govt.nz
☐ **Voluntary suspension**	• Complete sections 1, 3, 8 and 9
☐ **Change of business details and contact details** Complete with new details	• Complete sections 1 and 4 • Complete section 7 if changing business details for multi-site FCPs • Complete sections 8 and 9 • See section 10 for a list of required documents
☐ **Change of verification agency** Complete with new details	• Complete sections 1, 5, 8 and 9 • See section 10 for a list of required documents
☐ **Amendment to a custom FCP** Such as changes to products, processes, trading operations, changes to equipment/premises layout and/or changes to supporting programmes	• Complete sections 1 and 6 • Answer question A • Complete sections 8 and 9 • See section 10 for a list of required documents
☐ **Change of site address** Relocating, adding and removing sites	• Complete sections 1, 6 and 7 • Answer question A • Complete sections 8 and 9 • See section 10 for a list of required documents

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Do not use this form if:

- You are currently registered with your local council. You need to apply to that council to make changes to your FCP registration.
- You need a replacement certificate. Email approvals@mpi.govt.nz to request a copy of your certificate.

Check that you have everything you need:

- **Your MPI registration ID.** If you are not sure what it is, check the public register of registered businesses: https://mpi.my.salesforce-sites.com/publicregister
- **Your updated Food Control Plan (FCP) documents.**
- **Address and site information.** If you are adding, changing, or removing locations where food is handled have the relevant details and site plans available. You can attach the list of the sites separately in a spreadsheet.
- **An evaluation report** (for significant amendments). Most significant amendments require evaluation. Before applying, check whether your amendment needs an evaluation: https://www.mpi.govt.nz/food-business/running-a-food-business/food-control-plans/custom-food-control-plans/change-your-custom-food-control-plan
- **A letter from your verification agency** if you are:
  - changing verification agency,
  - relocating a site, or
  - adding a new site.

  A list of recognised verification agencies is available here: https://mpi.my.site.com/PublicRegisterRecognitions/s/
- **Payment of the application fee**. Refer to the payment section of this form.

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Section 1. Current MPI registration ID
Your ID will start with 'MPI' followed by six digits

Section 2. Surrender
• You need to notify MPI about surrendering your FCP registration under section 71 of the Food Act 2014. Complete and submit this form or else send an email confirming that you want to surrender your registration to approvals@mpi.govt.nz. • Let your nominated Verification Agency know of the surrender. • **Note: If you wish to remove a specific site(s) from your registration, complete section 7 instead.**
I wish to surrender the registration, refer to registration ID in Section 1, as at date: **(DD/MM/YYYY)**

Section 3. Voluntary Suspension
• You can voluntarily suspend operations under the plan for a minimum of 3 months and a maximum of 12 months, under section 64 of the Food Act 2014. • While the operations are suspended, you still need to pay **renewal fees and levies** for the registration to remain active. • The suspension will be effective from the date that MPI processes your application. MPI might impose conditions in respect of the suspension.
I wish to suspend operations under the plan, refer to the registration ID in Section 1, until the following date: **(DD/MM/YYYY)** I wish to suspend the following operations, tick one: ☐ All operations; or ☐ Operations of 1 or more food businesses/site covered by the plan, as described below (or attached additional pages):

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Section 4. Change of Business Details • Complete only the parts that have changed • Enter the details of the person who is either the owner or person in control of the food business • Multi-site FCPs: use section 7 to amend business details for the sites			
Legal Name(s) of Operator (e.g. registered company, partnership or individual)			
NZ Business Number (NZBN)			
Trading Name, if any (i.e. 'Trading As')			
Active billing details Provide the current Accounts Payable email address to which the invoices should be emailed			
Postal Address For changes of the premises address, complete section 7 of this form	Address: Town/City: Postcode: Country: ☐ This address is a private dwelling/house and I wish it to be withheld from the public register.		
Change of Contact Person Details • The contact person details entered below will be used for communications, such as sending approval documents and renewal reminders. Contact MPI if the details change. • By entering an email address, you consent to information and notifications being sent electronically, if required.			
Email			
Mobile telephone no.		**Other telephone no.**	
Day-to-day manager of the FCP	Name: Position:		

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Section 5. Change of Verification Agency

- MPI may contact your current Verification Agency directly to clarify any issues related to your registration.
- Attach a the letter from the NEW Verification Agency(ies) confirming that they will provide verification services.
- The letter should list every site the agency(ies) will provide verification services for. If too many to list, the letter should state 'all sites'.

Name of the new Verification Agency(ies):	

☐ The current recognised agency responsible for verification activities has been informed of the intention to change agencies; and,

☐ An agreement has been made with the new recognised agency to allow them to undertake verification functions in respect of the registered food control plan; and

☐ There are no outstanding corrective actions under the current recognised agency contracted to verify this food control plan;

OR

☐ Agreement has been obtained from the recognised agencies concerned and/or MPI to allow the transfer of any outstanding corrective actions; and

☐ Agreement has been reached between the recognised agencies concerned in respect to the transfer of any information and associated files directly relating to verification activities undertaken prior to the change.

Section 6. Changes to a custom FCP: provide a clear description of the proposed changes

- If new products/processes are being added, include description, intended use and characteristics of the finished product/s, details of new process/es.
- Is equipment and premises/site plan affected to accommodate these changes? If yes, explain how.
- If removing products/processes from scope: what are these? Does it affect remaining products/processes? If yes, how?
- Are there any changes in the premises layout? If yes, describe these changes and attach updated site plan.
- Are your trading operations changing? This is how and where you sell your products. If yes, describe the changes.
- Any changes to the supporting programmes? If yes, describe these changes.
- You can attach all of this information separately if needed.
- Any site address changes? Such as relocating and/or adding/removing sites or changing business details for multi-site registrations? Use section 7 of this form for these changes.

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Section 7. Site Address Details

- Indicate if the address is an addition, a removal or a change to existing site. You can attach the list of the sites separately in a spreadsheet.
- For any new or relocated sites, send us internal and external site plans and an updated verifier letter. Letter confirming your nominated Verification Agency(ies) will provide verification services for these new sites.
- Ensure the site plans include site address, date or version number. See pages 14-15 in this FCP guide for an example of site plan.

Legal name(s) of site operator (e.g. registered company, partnership or individual) **Add the site MPI registration ID for existing sites**	**NZ Business Number** *(where applicable)*	**Site trading name, if any** (i.e. 'Trading As')	**Street/Physical Address (location of actual place)** *(Tick the box if you wish the address to be withheld from the public register because it is a private dwelling/house)* *Add date that premises change is to occur.*	**Vehicle Registration numbers (mobile businesses only)**	**Position/Job title of the site's day-to-day manager**	**Local Council**	**Tick as applicable**
E.g. ABC Foods Limited		*E.g.Yummy CakesRUs*	*E.g. 123 Cakes Road, Faketown* ☑ ***E.g. Change Date**: 11 July 2024*		*E.g. Store Manager*	*E.g. Wellington City Council*	✓ *Add* ☐ *Remove* ☐ *Change*
			Change Date:				☐ Add ☐ Remove ☐ Change
			Change Date:				☐ Add ☐ Remove ☐ Change
			Change Date:				☐ Add ☐ Remove ☐ Change

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Section 7. Site Address Details

- Indicate if the address is an addition, a removal or a change to existing site. You can attach the list of the sites separately in a spreadsheet.
- For any new or relocated sites, send us internal and external site plans and an updated verifier letter. Letter confirming your nominated Verification Agency(ies) will provide verification services for these new sites.
- Ensure the site plans include site address, date or version number. See pages 14-15 in this FCP guide for an example of site plan.

			Change Date:				☐ Add ☐ Remove ☐ Change
			Change Date:				☐ Add ☐ Remove ☐ Change
			Change Date:				☐ Add ☐ Remove ☐ Change
			Change Date:				☐ Add ☐ Remove ☐ Change
			Change Date:				☐ Add ☐ Remove ☐ Change
			Change Date:				☐ Add ☐ Remove ☐ Change

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Question A: Have you made any of the following changes?

- Amended the physical address or location of the food business identified in the food control plan? Amended the nominated home base address for mobile premises?
- Added a new place of food business?
- Made any change to the scope of the plan or the procedures in the plan that may have an effect on the safety and suitability of the food, including (without limitation) the hazards and other factors that are reasonably likely to occur or arise?
- Made any other changes that introduce new risk factors or that have an adverse effect on existing risk factors, including:
  a. Major alterations to facilities or equipment; or
  b. Changes to the nature of the business, e.g. merger of two or more food businesses or re-organisation of one or more food businesses?

☐ Yes to any of the above→ Your change is a significant amendment, and you must apply to register the amended food control plan.

Go to Question B to decide whether your significant amendment requires an evaluation.

☐ No → Your change requires notification only. Complete sections 8 and 9. Refer to section 10 for the list of required documents.

Question B: Does my significant amendment require evaluation?

Most significant amendments require evaluation
Check this guidance https://www.mpi.govt.nz/food-business/running-a-food-business/food-control-plans/custom-food-control-plans/change-your-custom-food-control-plan

☐ Yes → My significant amendment does require an evaluation by a recognised Food Act evaluator. Have your plan evaluated before submitting the application to MPI Approvals. This is the register for recognised Food Act evaluators https://mpi.my.site.com/PublicRegisterRecognitions/s/

☐ No → My significant amendment does not require an evaluation. Complete sections 8 and 9. Refer to section 10 for the list of required documents.

If you decided that an evaluation is not needed, provide a justification and a risk assessment on why an evaluation is not needed.

☐ Unsure? → Email approvals@mpi.govt.nz for advice.

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Section 8. Applicant Statement

I confirm that:

1. I am authorised to make this application as the operator of the FCP or a person with legal authority to act on behalf of the operator; and
2. I am authorised to make this application on behalf of the operators listed in section 7, if any; and
3. The operator of the FCP is able to comply with the requirements of the Food Act 2014; and
4. Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014, and
5. The operator of the FCP is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding YD 2(2)) of the Income Tax Act 2007; and
6. Every operator of the food businesses covered by the Food Control Plan is resident in New Zealand within the meaning ofsection YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and
7. The information supplied in this application is truthful and accurate to the best of my knowledge; and
8. I understand that if there are future, ongoing levies or charges for business activity MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgment with a credit collection agent and/or withdrawal of service.

Name		**Job Title**	
Signature		**Date**	

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Section 9. MPI service charge. All fees include GST You can submit multiple changes under one application; the highest fees apply	
ON PAYMENT THIS BECOMES A TAX INVOICE: GST No: 64-558-838	
☐ Change of business and contact details	$77.63 (30 min)
☐ Change of verification agency	$77.63 (30 min)
☐ Non-significant amendment (minor amendment/notification) to a custom FCP	$155.25 (1 hour)
☐ Significant amendment to a custom FCP	$310.50 (2 hours)
☐ Surrender of registration	No charge
☐ Voluntary suspension	$155.25 (1 hour)

Note: MPI Approvals will charge you for any extra time spent reviewing applications, in addition to the fees above. The extra charge is based on the hourly rate of $155.25 (incl. GST) per hour or $38.81 (incl. GST) per 15 minutes.

PAYMENT OPTIONS: Payment must be made using **credit/debit card** or **direct credit.** Please tick and complete the appropriate section.

☐ **CREDIT/DEBIT CARD (preferred option):**

- To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions
- Attach evidence of payment to the application

☐ **DIRECT CREDIT:**

- Pay into Bank Account no. 03 0049 0001709 002
- In the 'Reference' write your MPI registration ID starting MPI00
- Enter the date of deposit and your name (payer) below
- Attach evidence of payment to the application

Date of Deposit		**Your Name (Payer)**	

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Section 10. Send these documents to MPI Approvals at approvals@mpi.govt.nz	
Change of business details/contact details	• This application form, completed and signed • Evidence of payment • Letter from the verification agency, if the new legal operator is changing verification agency • Updated FCP
Change of verification agency	• This application form, completed and signed • Evidence of payment • Letter from your new verification agency.
Non-significant amendment to a custom FCP This applies to fully customised FCPs and My Food Plan custom FCPs	• This application form, completed and signed • Evidence of payment • Updated FCP. Send the updated parts only. • Updated site plan, if applicable
Significant amendment to a fully customised FCP **(non-My Food Plan)**	• This application form, completed and signed • Evidence of payment • Updated FCP • Updated site plan, if required • Internal and external site plans, if relocating and/or adding new sites • Evaluation report by a recognised Food Act Evaluator, if required • Letter from the verifier, for relocated/new sites **Note:** you must send the same FCP documents as if it was a new application. This is a requirement under section 47 of the Food Act.
Significant amendment to a My Food Plan custom FCP	• This application form, completed and signed • Evidence of payment • Updated My Food Plan document, if applicable • Additional information as per Appendix 1 of this application form • Updated site plan, if required • Internal and external site plans, if relocating and/or adding new sites • Evaluation report by a recognised Food Act Evaluator, if required • Letter from the verifier, for relocated/new sites **Note:** you must send the same FCP documents as if it was a new application. This is a requirement under section 47 of the Food Act.
Surrender of registration	• This application form, completed and signed or just send an email confirming that you want to surrender your registration to approvals@mpi.govt.nz
Voluntary suspension	• This application form, completed and signed • Evidence of payment

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Section 11. Collection of Information

Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of registering under the Food Act 2014; and
- The recipient of this information, which is the agency that will collect and hold the information, is MPI, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 53 of the Food Act 2014. The provision of this information is necessary in order to process an application for registration under section 53; and
- The supply of this information is voluntary; however, failure to provide the requested information is likely to result in a return of this application, and may ultimately result in a refusal to register, in accordance with section 54 and 57 of the Food Act 2014; and
- Under Principles 6 and 7 of the Privacy Act 2020, 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 MPI 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, MPI must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

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Appendix 1: Additional information for My Food Plan custom FCPs

If you have significantly amended the scope of your operations when it comes to products and processes you carry out under your registered MFP custom FCP, you are required to send some additional information/documents.

The information you attach will become part of your registered custom FCP.

This additional information may be submitted in one document, or via several documents.

All additional documents attached to your My Food Plan custom FCP must have version control as required by Regulation 38 of the Food Regulations 2015.

1. Updated business bio

Tell us how you have changed the way you operate. See the example below.

Example of updated business bio

What we currently do:

We operate a restaurant that specialises in preparing and serving various Chinese dishes. We currently wholesale our frozen/chilled restaurant-made products to other foodservice and retail businesses. Our product range include chilled/frozen dumplings vegetarian and non-vegetarian, a range of fried rice dishes sold frozen and/or chilled, and cooked whole Peking duck. Additionally, we currently wholesale traditional Chinese bakery products. We also have an online store where we sell our products directly to the end consumer.

Our restaurant is open 7 days a week for dinner service. We prepare the wholesale products in the morning when the restaurant is closed. Currently, we have 10 staff working across our business. We are located at the commercial area of a residential suburb in Wellington.

What we want to do that is different to our current operation:

Due to high interest from our customers/businesses, we have decided to start making our own tofu. The tofu will be incorporated into our existing meals, and we plan to package and wholesale the tofu to food service and retailer businesses. Additionally, we will sell the tofu on our online store directly to the end consumer.

2. New hazards, products and/or new processes description

Review the My Food Plan card **Knowing your process and controls** in the context of these new products and processes. This card asks you to:

1. Identify the ingredients and inputs for each food or drink that you make.
2. You must work out and write down the process you/your staff follow when making your product(s).
3. Identify the hazards (bugs, chemicals, and foreign matter) that will need to be controlled when making each product. This may be influenced by the intended consumer(s) of your food or drink and/or if they are ready-to-eat ‘as is’ or if they will be cooked/further processed before they are eaten.
4. Identify any regulatory limits (or set your own limits) that apply to your products.
5. You must select and record the combination controls (hurdles) you will use to make safe and suitable food and drink.
6. You must follow your documented process every time, to ensure you make safe and suitable food or drink.
7. Only use ingredients, food additives and processing aids that the Food Standards Code allows for the food or drink you make.

Write all of this up and send it with your application.

This section continues in the next page.

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3. Product/s description

For each new product or product type/group, provide a product description. You can group similar products together, for example ready to heat and eat meals containing meat/fish or ready to heat and eat vegan meals. Refer to worked example below.

Product name or group of products	*Ham (on the bone whole and also sliced)*
Intended use /instructions of use for end consumer	*Ready to eat without further processing*
Regulatory limits (including references)	*Listeria: not detected in 25g with (n)5 and (c)0* *Salmonella: not detected in 25g with (n)5 and (c)0* *Coagulase-positive staphylococci: (m)10^2/g (M)10^3/g with (n)5 and (c)1* *Schedule 27 of the Food Standards Code*
Operator defined limits (including references)	*None*
Allergens	*None present but processed in a facility where gluten, wheat, fish is handled*
Additives/processing aids used as per limits of the Food Standard Code	*None used*
Storage and distribution requirements	*Store and distributed chilled at 5C or below*
Shelf life information	*20 days (to be validated)*
Packaging	*Vacuum packed.* *Sliced ham is in 200g packs, vacuum packed.*
Distribution (how and whom you sell your products to?	*Sold to supermarkets and hospitality businesses. Also sold directly to consumers via online sale at Christmas time*

EXAMPLE ONLY

If you have a My Food Plan custom FCP registration, and you want to add any of the following, you need a customised cFCP with full evaluation. The MFP doesn't have procedures to make these products/processes.

- Commercially sterilised food products, e.g., UHT, and aseptic processing, canned/retorted foods.
- Other technical processes, e.g., high-pressure processing, radiation, novel or unique processes, cold plasma processing, electromagnetic processing, hydrodynamic processing, ultra sonification.
- Uncooked or Cooked Comminuted Fermented Meat. E.g. fermented salami.
- Dry cured meats if the drying process takes place at temperatures above 5°C and below 60°C for an extended period of time; i.e. products like droëwors, coppa, bresaola, prosciutto, Spanish jamon, dried sausages, and similar ready to eat dried meats.
- Cold smoking of fish/meats if the cold smoking process takes place at temperatures above 5°C and stay in the danger zone for too long.
- Hot smoking at temperatures below 60°C for too long in the danger zone. The MFP has time/temperature parameters for hot smoking of meat and seafood.
- Complex or novel food products or any other process that does not meet the MFP cards processing parameters.