Approvals Group
New Zealand Food Safety
Ministry for Primary Industries
Charles Fergusson Building, 34-38 Bowen St, Pipitea
PO Box 2526, Wellington, New Zealand 6140 Tel: 04 894 2550
Email: approvals@mpi.govt.nz

New Zealand Food Safety
Haumaru Kai Aotearoa

Application Form FA40
Registration of a business under a Section 40 Template Food Control Plan

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

- A copy of the confirmation of your eligibility to use a section 40 template (where required – see section 3 of this form). Approved section 40 templates can be found at: www.mpi.govt.nz/food-safety/food-act-2014/, "Template food control plans".
- A copy of site plan(s) for your business locations.
- The completed scope of operations document that fits your business. Find more information, and a form to fill in, by visiting www.mpi.govt.nz/food-safety/food-act-2014/, Forms & templates, Scope of Operations.
- A copy of the confirmation letter from your verifier, where available. See section 3 for verifier criteria. A list of recognised verification agencies can be found here: www.mpi.govt.nz/food-safety/food-act-2014/, Registers & lists.
- If your business is a registered limited liability company, a copy of the company registration certificate and your new New Zealand Business Number (NZBN). See www.companies.govt.nz
- If your business is a multi-site operation, registration information for every address. Multi-site means there is more than one address where food is traded, and you would like to register all these sites under one application. A spreadsheet for multiple sites attached to your application is acceptable, see link below for a spreadsheet you can use www.mpi.govt.nz/dmsdocument/21542-template-spreadsheet-for-multi-site-addresses. You need to make sure you can confirm that every operator of the food businesses covered by the FCP is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007.
- If you were registered with either MPI or your local council before 1 March 2016, make sure you have your previous registration IDs on hand. These are IDs such as *FSA-JBIP-12345 or WEBB-12345.*
- Your application fee of $194.06 (incl. GST). In addition to the application fee, an assessment fee based on an hourly rate of $155.25 per hour and $38.81 per quarter hour (incl. GST) may be charged in instances where applications take longer than expected.

Read these notes before you start filling out the form

- This form must be used when applying to MPI for registration of a business under an approved section 40 template FCP under the Food Act 2014. 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://mpiportal.force.com/publicregister
- Send the completed application form together with other requirements to MPI at the above address. We prefer email files. Processing time is up to 20 working days from the time we determine that your application is complete.
- A hand icon is used when you need to make a decision. The question will help you decide whether you needto 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 the application has been sent to MPI, you must promptly inform us of the changes in writing.

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Application Form FA40
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Processing time is up to 20 working days from the time we determine that your application is complete.



Question 1: Prior to today, were you registered as a food business with MPI or your local council?

☐ Yes ➔ Complete Section 1.
☐ No ➔ Go straight to Section 2.

Section 1. Previous registration IDs *If you were registered as a food business with MPI or your local council before today, enter your current registration ID number or numbers.*
Any previous registration ID number(s), e.g. FSA-JBIP-12345 or WEBB-12345. Add additional lines if necessary.

Section 2. Operator Details *Enter the details of the person who is either the owner or person in control of the food business. If your registration will apply to more than one food business, the operator is the person responsible for implementing the food control plan.*	
Legal Name(s) of Operator (e.g. registered company, partnership or individual):	
New Zealand Business Number (NZB)	*For more information about NZBNs, see www.nzbn.govt.nz*
Trading Name, if any (i.e. 'Trading As'):	☐ 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.

Postal Address	**Physical / Courier Address (if different to Postal Address)**
Address: Town/City: Postcode: Country: ☐ This address is a private dwelling house and I wish it to be withheld from the public register.	Address: Town/City: Postcode: Country: New Zealand ☐ This address is a private dwelling house and I wish it to be withheld from the public register.

Local Authority (Council) *This is the council for the region of the physical address above*	

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 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:		

Section 3. Section 40 Template Type and Document Attachment Requirements

*Tick **one** of the following approved template types, and attach the required documents when you apply to MPI. A Scope of Operations form is available online at www.mpi.govt.nz/food-safety/food-act-2014/requirements/*

☐ Baking Industry Association New Zealand (BIANZ-s40-0001)

- ☐ BIANZ membership confirmation attached
- ☐ Copy of a letter/email attached from a custom FCP Verification Agency(ies) confirming they will provide verification services
- ☐ A copy of site plan(s) attached for your business locations
- ☐ A completed Scope of Operations form providing a description of your business operations.

☐ Lone Star/Joe's Garage (LoneStar-s40-0002)

- ☐ Lone Star/Joe's Garage franchisee confirmation
- ☐ Copy of a letter/email from a template FCP Verification Agency(ies) confirming they will provide verification services
- ☐ A copy of site plan(s) for your business locations
- ☐ A completed Scope of Operations form providing a description of your business operations.

☐ Care Association of New Zealand (CANZ-s40-0003)

- ☐ CANZ membership confirmation or CANZ authorisation for use
- ☐ A copy of site plan(s) for your business locations
- ☐ A completed Scope of Operations form providing a description of your business operations.
- ☐ Copy of a letter/email attached from a Verification Agency(ies) recognised to verify template food control plans

☐ New Zealand Aged Care Association (NZACA-s40-0004)

- ☐ NZACA membership confirmation
- ☐ A copy of site plan(s) for your business locations
- ☐ A completed Scope of Operations form providing a description of your business operations.
- ☐ Copy of a letter/email attached from a Verification Agency(ies) recognised to verify template food control plans

☐ New Zealand Good Agricultural Practice (NZGAP-s40-0005)*

- ☐ Confirmation of NZGAP certification, or authorisation by Horticulture Zealand
- ☐ Copy of a letter/email attached from a Verification Agency(ies) recognised to verify template food control plans for horticultural businesses
- ☐ A completed Scope of Operations form providing a description of your business operations.

* template may only be used for horticulture production and packing operations of crops that are produced in New Zealand for sale

☐ GLOBALGAP Standard (GLOBALGAP-s40-0006)*

- ☐ Confirmation of GLOBALGAP certification, or authorisation by GLOBALGAP
- ☐ Copy of a letter/email attached from a Verification Agency(ies) recognised to verify template food control plans for horticultural businesses
- ☐ A completed Scope of Operations form providing a description of your business operations.

** template may only be used for growing, harvesting, sorting, grading and undertaking minimal processing of horticultural produce activities at a horticultural business

☐ British Retail Consortium (BRC) for Horticultural Operators (BRC-s40-0007)***

- ☐ Confirmation of BRC certification, or authorisation by BRC
- ☐ Copy of a letter/email attached from a Verification Agency(ies) recognised to verify template food control plans for horticultural businesses
- ☐ A completed Scope of Operations form providing a description of your packhouse and/or coldstore activities.

*** The template may only be used for crops that are produced in New Zealand for sale

☐ Bunnings New Zealand Limited (Bunnings-s40-0008)

- ☐ Copy of a letter/email attached from a custom FCP or template FCP Verification Agency(ies) confirming they will provide verification services
- ☐ A copy of site plan(s) for your business locations

☐ OrganicFarmNZ (OFNZ-s40-0009)

- ☐ Confirmation of OrganicFarmNZ certification, or authorisation by OrganicFarmNZ
- ☐ Copy of a letter/email attached from a Verification Agency(ies) recognised to verify template food control plans for horticultural businesses
- ☐ A completed Scope of Operations form providing a description of your business operations.

☐ Ministry of Education Food Control Plan for Free and Healthy School Lunches Programme (MOE-s40-0010)

- ☐ Confirmation of involvement with Ministry of Education Free and Healthy School Lunches Programme
- ☐ A completed Scope of Operations form providing a description of your business operations
- ☐ A copy of site plan(s) for your business locations
- ☐ Copy of a letter/email attached from a template FCP Verification Agency(ies).

☐ Sushi Sushi Operations Limited (SUSHISUSHI-s40-0012)

- ☐ Copy of a letter/email attached from a template FCP Verification Agency(ies).
- ☐ A completed Scope of Operations form providing a description of your business operations.
- ☐ A copy of site plan(s) for your business locations.

☐ New Zealand Defence Force (NZDF-s40-0013)

- ☐ Copy of a letter/email attached from a template FCP Verification Agency(ies).
- ☐ A completed Scope of Operations form providing a description of your business operations.
- ☐ A copy of site plan(s) for your business locations.

☐ NZ Lavender Growers Association (NZLGA-s40-0014)

- ☐ Copy of a letter/email attached from a template FCP Verification Agency(ies).
- ☐ A completed Scope of Operations form providing a description of your business operations.
- ☐ A copy of site plan(s) for your business locations.

☐ Safe Quality Food Institute (SQFI) for Horticultural Packhouses (SQF-s40-0015) +

- ☐ Copy of a letter/email attached from a template FCP Verification Agency(ies).
- ☐ A completed Scope of Operations form providing a description of your business operations.
- ☐ Confirmation of authorisation by New Zealand Apples and Pears Inc.

+ The template may only be used by packhouses completing minimal processing and packing of horticultural produce and coldstoring



Question 2: Does your application relate to more than one site where food is traded, and would you like to register all those sites under one application?

☐ Yes ➔ Go straight to Section 4.

☐ No ➔ Go straight to Section 5.

Section 4. Multiple Address Details

Include all addresses where food is handled. ***If you already included a food handling site address in Section 2, repeat it here.*** *Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.*

Legal name(s) of site operator (e.g. registered company, partnership or individual)	**NZ Business Number** *(where applicable)*	**Site trading name, if any** (i.e. '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)**	**Position or title of site day-to-day manager**	**Local Council**
E.g. ABC Foods Limited		*E.g. Yummy CakesRUs, Wellington Store*	*E.g. 123 Cakes Road, Faketown 1234*		*E.g. Store Manager*	
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Section 5. Applicant Statement *Complete for all applications. We accept PDF or scanned versions of signatures.*			
I confirm that: 1. I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and 2. The information supplied in this application 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 YD 2(2)) of the Income Tax Act 2007; and 4. The operator of the food business is able to comply with the requirements of the Food Act 2014.			
Name		**Job Title**	
Signature		**Date**	



Question 3: Have you completed Section 4 Multiple Address Details?

☐ Yes → Complete Section 6.
☐ No → Go straight to Section 7.

Section 6. Multi-Site Food Control Plans - Applicant Statement *We accept PDF or scanned versions of signatures.*			
I confirm that: 1. I am authorised to make this application on behalf of the operators listed in Section 4; and 2. Every operator of the food businesses covered by the Food Control Plan is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and 3. Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.			
Name		**Job Title**	
Signature		**Date**	

Section 7. MPI Service Charge

ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838

Section 40 FCP Registration	1.25 hours	$194.06

Note: In addition to the application fee above, an assessment time fee based on an hourly rate of $155.25 per hour and $38.81 per part hour (incl. GST) may be charged in instances where applications take longer than expected to process.

PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it separately to: **approvals@mpi.govt.nz**

MPI does not accept cash. Payment must be made using **credit/debit card or direct credit**. Please tick and fill in the appropriate section.

☐ **CREDIT CARD:**

1. To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions.
   ☐ I have attached my credit card payment receipt

☐ **DIRECT CREDIT:**

1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the 'Reference' details, put the code: '**Food Act {your Company name}**'
3. Enter the date of deposit and your name (payer) below.

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

Section 8. Final Check and Document Package to send to MPI

Have you:

☐ filled this form in completely and legibly?
☐ attached site plan(s)?
☐ attached a letter from your verification agency? (where applicable)
☐ attached confirmation of your membership or eligibility to use the template (if applicable)?
☐ attached completed the scope of operations document?
☐ read and signed the Applicant Statement?
☐ completed Section 4 and the Multi-Site Applicant Statement if your application applies to more than one site?

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 the Ministry for Primary Industries, 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, which ever applies. The provision of this information is necessary in order to process an application for registration under either section 53; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in a refusal to register, in accordance with section 54 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 the Ministry for Primary Industries 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, the Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.