Ministry for Primary Industries
Manatū Ahu Matua

Food Notice

# Food Service and Food Retail Business Food Control Plan templates issued under section 39 2026

**7 August 2026**

Issued under the Food Act 2014

Te Kāwanatanga o Aotearoa
New Zealand Government

# Title

Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section 39 2026

# Commencement

This notice comes into force on 7 August 2026.

# Revocation

This notice revokes and replaces the *Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section* 39, issued on 14 August 2025.

# Issuing Authority

This notice is made under section 405 of the Food Act 2014 by the Ministry for Primary Industries for the purposes of sections 39 and 44 of that Act.

Made at Wellington on 7 August 2026

Jenny Bishop
Director Food Risk Management
Ministry for Primary Industries
(acting under delegated authority of the Director-General)

## Contact for further information

This legislation is administered by the Ministry for Primary Industries (MPI). For more information contact:

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Website: Food Act legislation, notices, and standards | NZ Government

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# Introduction

This introduction is not part of the notice but is intended to indicate its general effect.

## Purpose

The purpose of this notice is for the Chief Executive (CE) of the Ministry for Primary Industries (MPI) to issue templates to enable food service and food retail businesses to develop and operate under a food control plan (FCP).

## Background

The purpose of the Food Act 2014 (the Act) is to achieve the safety and suitability of food for sale, maintain and improve confidence in New Zealand's food safety regime and provide for risk-based measures that minimise and manage risks to public health.

The Act allows for the CE of MPI to issue templates for different types of food sectors or food businesses.

Schedule 1, Part 3 of the Act sets out the kinds of businesses in the food retail and food service sectors that must operate under a food control plan (FCP). They include, but are not limited to:

- food retailers such as butchers, fishmongers, delicatessens and bakeries; and
- food service businesses such as bars, cafes and restaurants, providers of catering services including those at educational facilities, operators of residential care facilities and other food service businesses.

A food retail or food service business described in Schedule 1, Part 3 of the Act may choose to:

- use the official template in Schedule 1 of this notice (the FCP based on this template must be registered with the appropriate registration authority); or
- develop a plan that is customised to the needs of their business (a custom FCP; the plan must be evaluated then submitted to MPI for approval); or
- use a template or model that has been developed by the business or by a third party, such as a food industry body, and approved by the CE of MPI under section 40 of the Act.

The official template in Schedule 1 of this notice has been developed to enable food businesses to identify, control, manage and eliminate or minimise food safety hazards or other relevant factors to achieve safe and suitable food. The template provides a set of procedures for food businesses to tailor to their own operation.

Requirements in the template take into account the type of food the business trades in, the type of process or operation that is applied to the food and each place that the food business trades in.

This template has been developed by MPI for food businesses in the food retail and food service sectors only.

### Registration of the FCP based on a template

As set out in section 52 of the Act, food businesses' FCPs that are based on a template must be registered with the Territorial Authority (TA) where the business is based. If the FCP applies to more than one place of business, all within the one TA district, then the same applies.

If the business has multiple sites across a number of TA districts, then the operator of the business can choose either to register all places of food business with the CE of MPI or to register all places of food business that are within one TA district with the relevant TA.

If a food business operates one or more mobile food businesses across a number of TA districts, then the registration authority is the TA that corresponds with the business address of the mobile food business.

## Who should read this notice?

The following people should read this notice:

- operators of food businesses in the food service and food retail sectors who choose to use and register a FCP that is based on an official template described in Schedule 1 of this notice and who are required to trade/sell food that is safe and suitable; and
- registration authorities that are responsible for registering FCPs that are based on MPI's official template.

## Why is this important?

All food businesses in the food service and food retail sectors described in Schedule 1 of the Act must operate under a FCP. This notice enables food businesses to meet this requirement through the use of an MPI official template FCP issued under section 39 of the Act.

In addition, food businesses in food service and retail sectors described in Schedules 2 and 3 of the Act may, under section 26 of the Act, choose to voluntarily operate their activities under an FCP, and may do so through the use of an official MPI template FCP issued under section 39 of the Act.

## Document History

| Notice | Date of Notice | Changes made |
|---|---|---|
| Food Notice: Official Template Food Control Plan for Schedule 1 Food Businesses: Food Service and Food Retail | 1 March 2016 | • N/A (first issue of this template). |
| Food Notice: Official Template Food Control Plan for Schedule 1 Food Businesses: Food Service and Food Retail | 1 March 2017 | • New official templates issued as outlined in Schedules 1 and 2 of this notice.<br>• Updated sous vide requirements. |
| Food Notice: Official Template Food Control Plan for Food Businesses | 11 August 2017 | • Added requirement for preparing red meat for mincing and serving lightly cooked or raw. |
| Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section 39 | 18 July 2018 | • Added requirements for persons using the official template described in Schedule 1 to:<br>– amend their plan to include the requirements described as 'Checking the plan is working well'; and<br>– amend their plan to add lupin as an allergen.<br>• Amended Schedule 2 version number (S39-00002)<br>• Added requirements for persons using the official template described in Schedule 2 to amend their plan to:<br>– add the 'Selling your food to other businesses' card (if applicable); and |

| Notice | Date of Notice | Changes made |
|---|---|---|
| | | – add the 'Checking the plan is working well' card; and<br>– replace the 'Separating food' and 'Knowing what's in your food' cards to add the allergen lupin to the plan. |
| Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section 39 | 24 April 2023 | • Removed 'Other Information' from Introduction<br>• Changed clause 1.3 - added in 'Templates amended' requirement where businesses using the Schedule 1 template have until 20 February 2024 to move to the template described in Schedule 2 of this notice, and businesses using the template described in Schedule 2 have until 20 February 2024 to adopt the changes<br>• Changed clause 1.4 – changed requirements for 'Amending registered FCPs' where businesses currently using the Schedule 1 or Schedule 2 template must insert or replace the cards described in clause 1.4 Table 1 upon issuing of this notice<br>• Added additional requirements to Schedule 1<br>• Amended Schedule 2 version number (S39-00004) |
| Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section 39 | 4 July 2023 | • Corrected minor naming errors with the Hot-smoking to control bugs card, and 'Recalling your food' card in clause 1.4, Table 1 |
| Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section 39 | 14 August 2025 | • Added the 'Making biltong' card.<br>• Corrected minor errors to the following cards:<br>– 'Using acid to control bugs' card; and<br>– 'Managing self-supply water' card; and<br>– 'Checking the plan is working well' card; and<br>– 'Using water activity to control bugs' card; and<br>– 'Hot-smoking to control bugs' card; and<br>– Sourcing, receiving, and storing food' card<br>– Making Chinese style roast duck.<br>• Revoked Schedule 1 of the Notice as MPI no longer offer the S39-00001 template.<br>• Previous Schedule 2 becomes Schedule 1 with amended version number (S39-00005) |
| Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section 39 | 7 August 2026 | • Amended the following cards to enable the manufacture of chilled and frozen meals:<br>– Thoroughly cooking food; and<br>– Cooling and freezing freshly cooked food; and<br>– Transporting food; and<br>– Packaging and labelling your food.<br>• Addition of 'proving your method works' to the 'Thoroughly cooking food' card. |

# Part 1: Requirements

## 1.1 Application

(1) This notice applies to food businesses in the food service sector and food retail sector that choose to register a FCP that is based on an official MPI template described in Schedule 1 of this notice.

## 1.2 Definitions

(1) In this notice:

**Act** means the Food Act 2014

**FCP** means food control plan as described in the Act

**food retail sector** means food businesses that prepare or manufacture food for direct retail sale to consumers as described in Schedule 1, Part 3 of the Act

**food service sector** means food businesses that prepare or manufacture and serve meals, snacks, or beverages for consumers for immediate consumption as described in Schedule 1, Part 3 of the Act

**MPI** means the Ministry for Primary Industries which is the Ministry responsible for administering the Act

**Regulations** means the Food Regulations 2015

**TA** means Territorial Authority as defined in the Local Government Act 2002**.**

(2) All terms used in this notice and that are defined in the Food Act 2014 (the Act) or Food Regulations 2015, but not defined in this notice, have the same meaning as in that Act or Regulations.

**Guidance**

- A **template** is a legal document issued by New Zealand Food Safety that enables a food retailer or food service business to meet their obligations to register a Food Control Plan.

## 1.3 Requirement to update registered FCPs

(1) Food businesses who have registered an FCP based on the official template prior to the issue of this notice must insert or replace the cards referred to in Table 1, as applicable into their FCP.

**Table 1**

| Card(s) | Change to FCP |
|---|---|
| Magenta card: Making + Cooking – Thoroughly cooking food | Operators that use the FCP template in Schedule 1 and intend to add chilled and frozen meals to their scope of operations must follow the updated requirements in this card. |
| Magenta card: Making + Cooking – Cooling and freezing freshly cooked food | Operators that use the FCP template in Schedule 1 and intend to add chilled and frozen meals to their scope of operations must follow the updated requirements in this card. |
| Orange card: Serving + Selling – Transporting food | Operators that use the FCP template in Schedule 1 and intend to add chilled and frozen meals to their scope of operations must follow the updated requirements in this card. |

| Card(s) | Change to FCP |
|---|---|
| Orange card: Serving + Selling – Packaging and labelling your food | Operators that use the FCP template in Schedule 1 and intend to add chilled and frozen meals to their scope of operations must follow the updated requirements in this card. |

# Schedule 1: Template Food Control Plan - Simply Safe & Suitable

Version: **S39-0000-6**
Issued: August 2026

You can find the Simply Safe and Suitable template on the MPI website. It is made up of the following cards:

## Dark Blue Cards: Setting up

Day Cycle

Instructions

Business details

Business layout

Understanding and managing risks from nearby activities

Taking responsibility

Checking the plan is working well

Training and competency

Managing places and equipment

Managing water supply provided by a registered drinking water supplier

Managing self-supply water

## Blue Cards: Starting

Managing personal hygiene and health

Checking for pests

## Green Cards: Preparing

Preparing food safely

Separating food

Sourcing, receiving and storing food

Keeping food cold

## Magenta Cards: Making + Cooking

Thoroughly cooking food

Cooking poultry, minced meat and liver

Proving the method you use works every time

Reheating food

Cooling and freezing freshly cooked food

Defrosting food

Using water activity to control bugs

Using acid to control bugs

Hot smoking to control bugs

## Orange Cards: Serving + Selling

Keeping food hot

Transporting food

Displaying food and customers serving themselves

Knowing what is in your food

Packaging and labelling your food

Selling your food to other businesses

## Purple Cards: Closing

Cleaning up and closing

Maintaining equipment and facilities

## Red Cards: Troubleshooting

When something goes wrong

Dealing with customer complaints

Tracing your food

Recalling your food

## Teal Cards: Specialist

Making sushi

Making Chinese style roast duck

Making doner kebabs

Cooking using sous vide

Preparing red meat for mincing and serving lightly cooked or raw

Making biltong

# Explanatory Note

This note is not part of the notice but is intended to indicate its general effect.

## Consistency Accountability Statement

Food Notice: Food Service and Food Retail Business Food Control Plan templates issued under section 39 2026 - Consistency Accountability Statement and Summary of Underpinning Analysis

## Information about publication of notice

This notice is published on the MPI website at Secondary legislation | NZ Government.

This is secondary legislation issued under the authority of the Legislation Act 2019.

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|---|---|
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