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 FA41
Approval of a Section 40 Food Control Plan template/model developed by a third party

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

- You are filling in this form because you, or your business, has developed a food control plan (FCP) template/model, and you would like that template/model approved by MPI. See section 40 of the Food Act 2014 to make sure at www.legislation.govt.nz; or,
- You are filling in this form because you, or your business, has an FCP template/model approved under section 40 of the Food Act 2014 and you would like the end date extended; or,
- You are filling in this form because you, or your business, has an FCP template/model approved under section 40 of the Food Act 2014, and you would like to make an amendment to that plan.

NOTE: Approval of the template/model does not include registration of businesses under that template. The businesses must apply to MPI for registration using the FA40 form, once template/model is approved.

- You need to be able to provide us with a document that provides specific details, such as:
  - Who will be using the template?
  - What business sectors will be covered by the template? Provide a completed Scope of Operations detailing the sectors and processes to which the template is going to apply. A Scope of Operations form is available online at www.mpi.govt.nz/food-safety/food-act-2014/, Forms & templates.
  - How have you addressed the minimum requirements of the section 42 of the Food Act 2014?
- You need to pay an initial application fee of $155.25 (incl. GST). In addition to the application fee, an assessment time fee based on an hourly rate of $155.25 (incl. GST) per hour and $38.81 (incl. GST) per 15 minutes will be charged after the first hour. See section 4 of Part A of this form for more detail.

Read these notes before you start filling out the form

- Email completed application form and other requirements to approvals@mpi.govt.nz or mail to the MPI address stated above.
- MPI endeavours to respond to your initial application within five working days. Subsequent timescales can be seen within the process overview and expectations will be set at each stage of the process.
-  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 the application has been sent to MPI, you must promptly inform us of the changes in writing.
- The approval of a template control plan is by a section 405 notice, which is publicly available. The information that will appear in the notice is:
  - Template coverage – business responsible for maintenance of the template, type of businesses the template applies to, sectors covered by the template, any necessary restrictions on use of the template.
  - Approval duration
  - Conditions of approval

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PART A: INDUSTRY GROUP/ORGANISATION OR FOOD BUSINESS INFORMATION

Question A: Are you applying for a new section 40 template/model, extending the timeframe of an existing approved template/model, or amending an existing approved template/model?

☐ New → Go straight to Section 2, then complete all relevant sections including Part B.
☐ Extension of timeframe → Complete Section 1, then all relevant sections of Part A.
☐ Amendment → Complete Section 1, then all relevant sections of Part A and Part B.

Section 1. Existing S40 Template or Model details *Please enter the "MPI ID" and "Name of industry group/organisation or food business" details of the existing S40 Template or Model, as shown in the "Approved official templates for food control plans developed by third parties" notice*	
MPI ID: **Group Name:**	

Section 2. Template FCP operator details *Enter the details of the person or company who developed, and is responsible for maintenance of, the template/model food control plan.*	
Legal Name(s) (e.g. registered company, partnership or individual):	☐ I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)
New Zealand Business Number (NZBN)	*For more information about NZBNs, see www.nzbn.govt.nz*
Trading Name, if any (i.e. 'Trading As'):	☐ Same as legal name above

Address and Contact Details	
Postal Address	**Physical / Courier Address (if different to Postal Address)**
Address: Town/City: Postcode: Country:	Address: Town/City: Postcode: Country: New Zealand

Section 3. Primary Contact Person Details *The contact person details entered below will be used for communications about your template FCP, such as sending approval documents and renewal reminders. Contact MPI if the details change.*			
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		
Mobile telephone no.		**Other telephone no.**	

Section 4. Statements of Understanding

You must attach a copy of your template, which must contain the information below as a minimum. If your documentation is too large to email, contact approvals@mpi.govt.nz to request a ShareFile link.

☐ I understand there will be a cost involved, which will be $155.25 (incl. GST) for the initial application, and then I will be charged at $155.25 (incl. GST) per hour spent processing the application after the first hour, for any time undertaken by MPI. I also understand that I will be liable for any costs incurred by MPI from an external party should that be required due to the nature of my application. MPI will notify me of any external costs prior to them being incurred and I hold the right to end the process at that time.

☐ I have read and understood the S40 process as described on the MPI website

☐ When developing the S40 FCP Template I have considered and incorporated the relevant top five food safety factors for their types of businesses as identified by MPI.

☐ I have provided the new FCP template or updated scope I wish to submit for Approval / Amendment with this form. (This is not applicable for template timeframe extensions)

☐ For new FCP templates or scope amendments, I have read and completed all sections in Part B of this form.

☐ Only applicable to Template Amendments: I have provided a description of the amendments I wish to make to the existing Template in a separate document, including an explanation of why the amendment is appropriate given any conditions covered by the "Approved official templates for food control plans developed by third parties" notice. For avoidance of doubt, this is an additional document to the new amended plan.

Section 5. Applicant Statement

Complete for all applications.

I confirm that:

1. I am authorised to make this application as the template operator or a person with legal authority to act on behalf of the template operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
3. Neither I nor any directors, partners, or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management, control, or business activities in respect of businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Food Act 2014.

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

Section 6. Final Check and Document Package to send to MPI

Have you:

- ☐ filled this form in completely and legibly?
- ☐ provided a copy of your template/model?
- ☐ read and signed the Applicant Statement?

Section 7. MPI Service Charge

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

Template approval	1.0 hours	$155.25	☐

Note: In addition to the application fee above, an assessment time fee based on an hourly rate of $155.25 (incl. GST) per hour and $38.81 (incl. GST) per 15 minutes may be charged for time taken processing an application after the first hour.

PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Please 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/DEBIT CARD (preferred option):**

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)**	

PART B: TEMPLATE/MODEL FCP INFORMATION

Section 1.

Please describe the following with regards to the submitted Template or Model, should it be approved:

- Who will be allowed to register against the Template
- Approximately how many businesses will be registering against the Template
- Any specific conditions individual businesses will need to follow when registering with MPI
- Specific verification requirements
- Any other information MPI should be aware of

Section 2.

Does the FCP Template or Model allow for each user of the FCP to enter their business details (e.g. business name, site/s name, address (physical and electronic), name of responsible individual/s?

☐ Yes ☐ No

If no, please explain why

Section 3.

Does the FCP Template or Model allow for each user to describe the food and non-food activities taken by the business?

☐ Yes ☐ No

If no, please explain why

Section 4.

Does the FCP Template or Model allow for each user to provide the physical boundaries of a food business, and include descriptions of what activities occur in each area (food and non-food related)?

☐ Yes ☐ No

If no, please explain why

Section 5.

Does the FCP Template or Model describe all hazards that may occur and the procedures to eliminate, isolate and/or minimise them?

☐ Yes ☐ No

If no, please explain why

Section 6.

Does the FCP Template or Model describe the cleaning procedures the businesses using the S40 template FCP will need to perform?

☐ Yes ☐ No

If no, please explain why

Section 7.

Does the FCP Template or Model describe the waste management procedures the businesses using the S40 template FCP will need to perform?

☐ Yes ☐ No

If no, please explain why

Section 8.

Does the FCP Template or Model describe the pest control procedures the businesses using the S40 template FCP will need to perform?

☐ Yes ☐ No

If no, please explain why

Section 9.

Does the FCP Template or Model describe how the business using the S40 template FCP will ensure that their facilities, equipment, and essential services are designed, constructed and located in a way that enables food to be safe and suitable?

☐ Yes ☐ No

If no, please explain why

Section 10.

Does the FCP Template or Model describe the water source and its suitability as it relates to food safety?

☐ Yes ☐ No

If no, please explain why

Section 11.

Does the FCP Template or Model describe how packaging and other food related accessories are maintained and do not create or contribute to hazards?

☐ Yes ☐ No

If no, please explain why

Section 12.

Does the FCP Template or Model describe how food can be identified and traced, and associated procedures to recall food?

☐ Yes ☐ No

If no, please explain why

Section 13.

Does the FCP Template or Model outline what the business using the plan must do to manage food safety if any of the above actions are not met?

☐ Yes ☐ No

If no, please explain why

Section 14.

Does the FCP Template or Model describe staff's competency and training requirements to ensure food safety?

☐ Yes ☐ No

If no, please explain why

Section 15.

Does the FCP Template or Model describe what records need to be kept and for how long they must be kept?

☐ Yes ☐ No

If no, please explain why

Section 16.

Does the FCP Template or Model describe what records need to be kept and for how long they must be kept?

☐ Yes ☐ No

If no, please explain why

Section 17.

Does the FCP Template or Model describe what validation information will be available to ensure that all the procedures, activities and practices are being followed to enable safe and suitable food is being traded?

☐ Yes ☐ No

If no, please explain why

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 approval of a template or model food control plan under section 40 of 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 included in a section 405 notice, which will be publicly available; and
- The collection of information is authorised under section 40 of the Food Act 2014; and
- The supply of this information is voluntary; however, failure to provide the information is likely to result in a return of this application form to the applicant.
- 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 will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.