MPI Approvals
New Zealand Food Safety
Ministry for Primary Industries
Charles Fergusson Building, 34-38 Bowen St, Pipitea Wellington
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 APAFA1

Waiver/exemption from evaluation for custom RMPs and FCPs

This application form is for requesting one of the following:

Food Control Plans (FCPs)

- **New custom FCP (fully customised or My Food Plan): waiver from evaluation under section 53 of Food Act 2014**
- **New fully customised FCP (that is not My Food Plan): exemption from on-site evaluation under regulation 9 of the Food Regulation 2015**

Note that for significant amendments to custom FCPs, under section 46 of the Food Act 2014, the Registration Authority can decide whether an evaluation is needed or not, including the on-site evaluation. If you are making a significant amendment to an existing custom FCP registration, contact your verifier and/or approvals@mpi.govt.nz for advice. This form is not for you.

Risk Management Programmes (RMPs)

- **New custom RMP: waiver from evaluation under section 20 of Animal Products Act 1999**
- **New custom RMP: exemption from on-site evaluation under regulation 79 of the Animal Products Regulations 2021**
- **Significant amendment to custom RMP: waiver from evaluation under regulation 29 of the Animal Products Regulations 2021**

Note that for significant amendments to custom RMPs, the RMP evaluator decides whether the on-site evaluation is needed or not. If they decide that the on-site evaluation is not needed, they need to add the justification in their report. This form is not for you. Refer to the guidance in the RMP Manual for evaluation of significant amendments.

Read these notes before you start filling out the form:

- Throughout this form you will need to tick check boxes. A ticked box indicates a 'yes' answer.
- Send the completed application form together with the fee and additional documents, if any required, to MPI Approvals at approvals@mpi.govt.nz. We prefer email files.
- Inform MPI Approvals if there are any changes to the details provided in this form after you send it in.

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1. What are you applying for?

☐ Waiver from evaluation of new custom FCP (fully customised or My Food Plan) under section 53 of Food Act 2014

☐ Exemption from on-site evaluation for new fully customised FCP (that is not My Food Plan) under regulation 9 of the Food Regulation 2015

☐ Waiver from evaluation of new custom RMP under section 20 of Animal Products Act 1999

☐ Exemption from on-site evaluation for new custom RMP under regulation 79 of the Animal Products Regulations 2021

☐ Waiver from evaluation for significant amendment to custom RMP under regulation 29 of the Animal Products Regulations 2021

2. Previous and/or current registration IDs

If you have been or are currently registered as a food business, and this application is associated to or affected by that registration, add registration ID below

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3. Applicant details *Enter the details of the person who is either the owner or person in control of the food business.* *The contact details will be used for communications about your application, such as sending waiver/exemption documents. Contact MPI Approvals if the details change.*	
Legal name of the operator (e.g. registered company, partnership or individual)	
Trading name, if any (i.e. trading as)	☐ Same as legal name above
Name of day to day manager or person in charge of the business	
Telephone no. **Mobile number and/or landline**	
Email By entering an email address, you consent to being sent information and notifications electronically	

4. Premises address *Add full premises address below. Add all sites under this application.* *You might be requested to send site plan/s to support your waiver/exemption application.* *For multi-site registrations, use this spreadsheet to list all sites. Attach it to your application.* *https://www.mpi.govt.nz/dmsdocument/21542-Template-spreadsheet-for-multi-site-addresses*

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5. Reasons for requesting the waiver or exemption

When deciding whether to grant a waiver or exemption, MPI Approvals must be satisfied:

- that the risks to human or animal health are negligible (RMPs),
- that the safety and suitability of the food must still be assured under this waiver/exemption (FCPs), and
- that granting this waiver/exemption must be fair compared to other food businesses of a similar type.

MPI Approvals will consider the following criteria:

- Separation of evaluation from verification is maintained. The purpose of evaluation is to determine the feasibility of the RMP/FCP. The purpose of the verification is to look at the implementation and operation of the RMP/FCP.
- Risk level of the product, processes and target market.
- Any known compliance history.

Information you need to include:

- Reasons why this waiver/exemption should be granted.
- Detailed scope of the RMP/FCP: products and processes covered under the RMP/FCP, intended use of the products, and whether products are for export or domestic market. Attach copy of the RMP/FCP/HACCP if easier.
- Any other activities that take place at the same address, that are not covered by the FCP/RMP, and how the interface between these activities and the FCP/RMP is managed.
- If you have an existing registration that is related to this application, attach copy of any recent verification reports.
- Any other supporting information from the verifier and/or evaluator.
- For on-site evaluation exemption of multi-site businesses: it is unlikely that all sites will be granted exemption. MPI Approvals might request the on-site evaluation for some of the sites.

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6. Applicant statement

Complete this section 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.

Name		**Job title**	
Signature		**Date**	

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7. MPI service charge	
ON PAYMENT THIS BECOMES A TAX INVOICE: GST No: 64-558-838	
☐ Waiver from evaluation for new custom FCP (fully customised or My Food Plan)	**$349.31**
☐ Exemption from on-site evaluation for new fully customised FCP (that is not My Food Plan)	**$155.25**
☐ Waiver from evaluation for new custom RMP	**$349.31**
☐ Exemption from on-site evaluation for new custom RMP	**$155.25**
☐ Waiver from evaluation for significant amendment to custom RMP	**$349.31**

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

Please attach the payment confirmation to this application or send it separately to approvals@mpi.govt.nz

PAYMENT OPTIONS: Payment must be made using **credit/debit card or direct credit** (MPI does not accept cash). Please tick and fill in 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.
- I have attached my credit card payment receipt

☐ **DIRECT CREDIT:**

- Pay into Bank Account no. 03 0049 0001709 002
- In the 'Reference' details write your company name.
- Enter the date of deposit and your name (payer) below.

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

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8. Final check and documents to send to MPI Approvals

☐ Application form completed and signed

☐ Payment done and evidence of payment attached to this form

☐ Attached any other supporting information like verification reports, HACCP, RMP/FCP scope, site plans, list of all sites under this application. Refer to sections 5 of this form.

9. 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 determining whether a waiver/exemption should be granted under the Animal Products Act 1999 or 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
- The supply of this information is voluntary; however, 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 grant the waiver/exemption; 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.