

Application Form WA7 Recognised Person

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

- You are filling in this form because you are an individual applying for recognition under section 73 of the Wine Act 2003.
- Submit all of the required documentation listed in section 5 of the application form, including a completed NZ Police vetting service form.
- The application fee according to the payment section of this form. Note: all fees on this form are inclusive of GST.

Read these notes before you start filling out the form:

- This form must be used when applying to register for recognition with the Director-General of the Ministry for Primary Industries under section 73 of the Wine Act 2003. Recognition allows you to carry out verification functions and activities or other specialist functions and activities for the purposes of that Act. The criteria for recognition as a person are outlined in Part 9 of the Wine Regulations 2021.



- 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.
- Send the completed application form together with the fee, and any other documentation required (see below) to the Ministry for Primary Industries at approvals@mpi.govt.nz. Processing time is up to 20 working days from the time we determine that your application is complete.
- 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.
- Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

Frequently used terms

Recognised Person = An individual qualified to carry out specified functions and activities.

Recognised Agency = An agency whose specified functions and activities include managing and carrying out verification functions and activities.

GST = Goods and service tax

MPI = Ministry for Primary Industries

Application Form WA7 Recognised Person



Question A: Is this a new, amendment or renewal application?

- New → Continue to Section 2.
- Amendment → Complete Section 1 and all other relevant sections, clearly indicating where details have changed.
- Renewal → Complete Section 1 and all other relevant sections, clearly indicating where details have changed.

Section 1. MPI Recognition Identification (renewals/amendments only)

Your unique business identification which is 3-10 characters in length.

MPI ID Number:

Section 2. Applicant Details

Full name of applicant and organisation of employment.

Applicant full name

Organisation name and MPI recognition ID

Name:

MPI ID Number:

Section 3. Business Address and Contact Details of Applicant

Street/Physical (location of actual premises)

Postal, including post code (for communication)

Tel

Mobile

Email

By entering an email address you consent to being sent information and notifications electronically, if required.

Section 4. Recognition Functions and Activities			
Tick all that apply.			
Functions	<input type="checkbox"/> Verification	Activities	<input type="checkbox"/> Wine Standards Management Plans <input type="checkbox"/> Export Requirements
	<input type="checkbox"/> Evaluation	Activities	<input type="checkbox"/> Wine Standards Management Plans

Section 5. Documentation Requirements
Send in all the required documents. Your application will not be processed until all documents are received.
<input type="checkbox"/> Completed MPI online training modules https://www.mpi.govt.nz/food-business/winemaking-standards-requirements-and-testing/verification-for-winemaking/becoming-a-recognised-agency-or-person-to-verify-wine-businesses/ <input type="checkbox"/> IANZ/JAS-ANZ individual assessment report attached; <input type="checkbox"/> Completed NZ Police Vetting Service form (see end of this form)

Section 6. Applicant Statement			
I confirm that:			
<ol style="list-style-type: none"> 1. I am authorised to make this application as the applicant or a person with legal authority to act on behalf of the applicant; and 2. The information supplied in this application is truthful and accurate to the best of my knowledge; and 3. I am of good character and reputation; and 4. There is no other information I am aware of that affects my ability to maintain an appropriate degree of impartiality and independence in carrying out the functions and activities for which I have applied to be recognised. 			
Name		Job Title	
Signature		Date	

Section 7. Recognised Agency Statement			
To be completed by the Recognised Agency recommending the applicant for recognition			
I confirm that the person applying for recognition under section 73 of the Wine Act 2003 meets the requirements of Part 9 of the Wine Regulations 2021 and any relevant supplementary notices. This recognised agency has completed a thorough assessment of the competency of this applicant to perform functions in accordance with the documented procedures and I am satisfied that this person should be recognised for the functions and/or activities listed above.			
Name		Job Title	
Signature		Date	

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Section 8. MPI Service Charge**ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**

Type	Threshold	Fee (incl.GST)
<input type="checkbox"/> New	135 Minutes	\$194.06
<input type="checkbox"/> Renewal/Amendment	30 Minutes	\$77.63

Note: The threshold fee listed covers the time a standard application is expected to take. An additional assessment charge of \$155.25 incl GST per hour will be applied when applications take longer than allowed for in the regulations.

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

MPI does not accept cash. Payment must be made using the following method. Please tick and fill in the appropriate section.

- CREDIT CARD:**
- To pay by credit card 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, put the code: **WINE RP** and also include either **Name/ ID / NZBN** Enter the date of deposit and your name (payer) on this form below:

Date of Payment**Your Name (Payer)****Section 9. Final Checklist**

Have you:

- filled this form in completely?
- provided required documentation?
- read and signed the Applicant Statements?
- included payment confirmation?

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 recognising a person under the Wine Act 2003; 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 77 of the Wine Act 2003. The provision of this information is necessary in order to process an application for recognition; 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 recognise in accordance with section 79 of the Wine Act 2003; 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 will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.

Request and Consent Form

Section 1 Agency to complete

For more information please see the [Guide to completing the Request & Consent Form](#)

This form refers to the [Policing \(Police Vetting\) Amendment Bill](#) ("Vetting Bill"), which is expected to amend the Policing Act 2008.

1.1 Name of the agency submitting the vetting request.

1.2 Name of the vetting subject (the person being vetted).

1.3 Description of the role of the vetting subject.

This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.

1.4 Which groups will the vetting subject be working with? (select all that apply)

- Children/Young people Vulnerable adults

1.5 Does the role involve caring for people in the home of the vetting subject?

This is about whether the vetting subject is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).

- Yes No

1.6 Is the vetting subject:

- A paid worker A volunteer Undertaking vocational or educational training

1.7 Is the vetting subject a Children's Worker according to the Children's Act 2014, section 23(1)?

If the vetting subject is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.

If the vetting subject IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.

- Yes No (skip to question 1.9)

1.8 Is the role of the vetting subject a core or non-core worker role according to the Children's Act 2014, section 23(1)?

- Core worker Non-core worker

1.9 Has the vetting subject previously been Police vetted by your agency?

- Yes No (skip to question 1.11)

1.10 Is the vetting subject still working in the role for which your agency last obtained a Police vet?

If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer No.

- Yes No – the vetting subject is applying for a new role or position

Request and Consent Form

1.11 What is the job title of the vetting subject?

This is the title of the job they are being vetted for.

1.12 Evidence of identity (to be completed by agency representative or identity referee)

See the [consent form guide](#) for details on how to complete this section.

- A primary ID has been sighted (mandatory).
 A secondary ID has been sighted (mandatory).
- One form of ID is photographic (mandatory).
 Evidence of name change has been sighted (if applicable).

OR: If your agency is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see the [consent form guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Authorised Agency Agreement](#) and the [Vetting Bill](#).
- ✓ I am satisfied as to the identity of the vetting subject.
- ✓ I have obtained the authorisation of the vetting subject to submit this vetting request as set out in section 2 of this form.
- ✓ For vetting requests on individuals aged 14 or 15, I have obtained the authorisation of a parent or guardian.

Agency Representative:

Full name:		Date: (dd/mm/yyyy)	
Signature:		Or electronic signature: *	<input type="checkbox"/>

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.

Request and Consent Form

Section 2 Vetting subject to complete - and return to the agency

This form refers to the [Policing \(Police Vetting\) Amendment Bill](#) ("Vetting Bill"), which is expected to amend the Policing Act 2008.

2.1 Information about your consent

- *The purpose of this form is to allow the New Zealand Police Vetting Service to confirm who you are using Police records, carry out a Police vet, and obtain your consent to share any relevant information with the agency that requested the vet.*
- *What you are consenting to.* You are agreeing that the Police Vetting Service can share relevant information they hold about you (if any) with the requesting agency. This information will be used to help the agency decide whether you are suitable for the role they are considering you for or that you are engaged in.
- The information that may be shared is outlined in *section 2.2* of this form. For further details, you should refer to the [Vetting Bill](#) or visit the [Police vetting website](#).
- *Who collects your consent.* The agency requesting the Police vet will collect your signed consent.
- *The law that applies.* Your consent is required by law. We are asking for your consent under the [Vetting Bill](#).
- *Your rights under the Privacy Act 2020 include:* you may request a copy of the Police vet report provided to the agency by contacting the agency. You can withdraw your consent to a Police vet at any time before the vetting process is complete by contacting the agency. The agency may keep the Police vet only for as long as required for vetting purposes.
- You may request *correction of your personal information* at any time at police.govt.nz -> [requesting information](#).
- *How long the information is valid for.* The information in the Police vet is correct only at the time it is shared. It is up to the agency to decide how often they ask for updated vetting.

2.2 Information about you that may be shared

1. **A Police vet will include the following information, if held by New Zealand Police.** Please refer to the [Police vetting website](#) for more information regarding the [Clean Slate Scheme](#), what may be released, and the vetting process.

Either:

- a. A result indicating that no information is held or relevant to the purpose of the vetting request,

Or, one or both of:

- b. The vetting subject's criminal record (if any), unless the Clean Slate Scheme applies.
- c. A summary of other information that is readily retrievable, relevant to the purpose of the vetting request, and deemed accurate.

This may include pending charges, charges without conviction, youth court charges, infringement offences, demerit points, arrest warrants, involvement in family violence, overseas convictions, police investigations without charges, interactions with Police, and other information held by Police.

Information may also be released where it is subject to a suppression order or statutory prohibition, involves offences by individuals under 18, or relates to mental health or substance abuse issues.

2. If you are vetted as a Children's Worker, and you continue to hold that role, the Police Vetting Service may release any newly obtained relevant information to the requesting agency at any time.

The Police Vetting Service will take reasonable steps to:

- a. confirm that the purpose of the Police vet remains valid – for example, that you are still employed or engaged as a Children's Worker, and
- b. notify you before any information is disclosed.

3. Information provided in this consent form may be used to update New Zealand Police records.

Request and Consent Form

2.3 Personal information

* Mandatory field

Family/last name *		(that you are most commonly known by)	
Given/first and middle name(s) *			
Gender *		Date of birth * (dd/mm/yyyy)	(must be 14 years of age or over)
Place of birth (Town/City/State)			
Country of birth *			
NZ Driver Licence number			
Name of parent or guardian		(if vetting subject is 14 or 15 years old *)	

2.4 Other names

Please include all other names you are or have been known by. Including, but not limited to: previous legal names (eg. maiden names, or due to divorce or adoption), aliases used, name changes by deed poll. Include ALL names - first, middle and last.

Family name	First name	Middle names

2.5 Permanent residential address

* Mandatory field

Flat/number - and street name *			
Suburb		Postcode	
Town/City *			

Authorisation of vetting subject. By signing this form:

- ✓ I confirm that the information I have provided in this form is about me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to this application (as described above) to the agency making this request.

Full name:		Date: (dd/mm/yyyy)	
Signature:		Or electronic signature: *	<input type="checkbox"/>

If you are 14 or 15 years of age (as at the date of the application) please provide consent from a parent or guardian.

Parent/Guardian's full name:		Date: (dd/mm/yyyy)	
Parent/Guardian's signature:		Or electronic signature: *	<input type="checkbox"/>

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.