


Notification Form WA12 Minor Update to Wine Standards Management Plan

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

- You are filling in this form because you wish to notify MPI of a minor amendment to your Wine Standards Management Plan (WSMP).
- If you only want a replacement certificate (where certificate has been lost or destroyed), you don't need to submit this form. Simply email approvals@mpi.govt.nz to request a copy of your certificate.
- If you are surrendering your WSMP registration you must attach your original registration document issued by MPI and a copy of notification sent to your nominated Recognised Agency notifying them of the surrender.
- You can also fill out this form to notify MPI of a voluntary suspension under section 24(4A) of the Wine Act 2003 (WA). Note that, while your operations are suspended, your WSMP registration is still active.
- Include 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:

- Use this form if you wish to notify MPI of any changes to your WSMP that do not require re-registration under section 22 of the Wine Act 2003. See the webpage below for guidance on amendments:
<https://www.mpi.govt.nz/food-business/winemaking-standards-requirements-and-testing/wine-standards-management-plans/changing-your-wine-standards-management-plan/>
- These include changes that impact on registration details shown on the public register of WSMPs. These do not include significant amendments as defined under section 22 of the Wine Act 2003.
- If you are applying for a change in operator of wine business or operator of wine business name, you must use a WA5 "Registration of Wine Standards Management Plan under New Operator of Wine Business".
-  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 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.
- 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.

Frequently used terms

GST = Goods and service tax

MPI = Ministry for Primary Industries

WSMP = Wine Standards Management Plan

Notification Form WA12

Minor Update to Wine Standards Management Plan

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

Section 1. Current MPI Registration ID

Complete in all cases. Enter current registration ID number, e.g. MPI123.



Question A: What is your change?

Section 2. Change type

Tick one or many.

Replacement Certificate	Do not complete this form. Email your request to approvals@mpi.govt.nz
<input type="checkbox"/> Surrender of Registration	Complete Section 3 and Section 11 only.
<input type="checkbox"/> Voluntary Suspension	Complete Section 4.
<input type="checkbox"/> Change of registration details	Complete Section 5 - 9 as applicable.
<input type="checkbox"/> Other change	Complete Section 10.

Section 3. Surrender Notification

Surrender of a wine standards management plan registration to the Director-General of the Ministry for Primary Industries is required under section 27 of the Wine Act 2003.

I wish to surrender the WSMP referred to in Section 1 as at date:

/ / (dd/mm/yy)

Attach:

- ☐ Original registration documentation issued by MPI
- ☐ Copy of notification sent to your nominated Recognised Agency notifying them of the surrender
- ☐ Details as to how you propose to deal with any remaining wine material or product covered by the WSMP (where applicable)



Section 4. Voluntary Suspension

Businesses registered under a WSMP may voluntarily suspend their operations for a minimum of 3 months, and a maximum of 12 months, under section 24 of the Wine Act 2003.

I wish to suspend operations in relation to the registration ID referred to in section 1 according to the following dates (must be a minimum of 3 months, and a maximum of 12 months):

Suspension Starts*: / / (dd/mm/yyyy)

Suspension Ends: / / (dd/mm/yyyy)

**Suspension start date must be a date after the date you notify MPI. MPI may require you to provide further information within a specified time.*

I wish to suspend the following operations (tick one):

- ☐ All operations; or
- ☐ Certain operations as described below (or attach additional pages)

Any affected wine or wine product will be dealt with (tick one):

- ☐ Not applicable, no wine or wine product remains onsite; or
- ☐ Any affected wine or wine product will be dealt with as described below (or attach additional pages)

Section 5. Notification Category

Change of postal address and/or contact details (no charge)
A change to the **physical address** of your operation is a **significant amendment**; complete a WA6 form.

☐ Go to section 6

Change in trading name
This does not apply to a change of **legal operator name**. If there is a change in operator name, complete a WA5 or WA55 form.

☐ Go to section 7

Change of responsible person (day-to-day manager)
This does not apply to a change of **legal operator**. If there is a change in operator, complete a WA5 or WA55 form.

☐ Go to section 8

Removal or addition of product categories
This does not apply to a change of **process** category. If there is a change in processes, complete a WA6 form.

☐ Go to section 9

Other

☐ Go to section 10

Section 6. Change in Postal Address and/or Contact Details of Applicant or Organisation – no charge

NOTE: A change in **physical** address of your operation is a significant amendment under section 22 of the WA. Use a WA6 form.

Postal (for communication)		Tel	
		Email	

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

Section 7. Change in Trading Name

NOTE: This does not apply to a change of **operator of wine business name**. If there is a change in operator of wine business name, complete a WA5 form.

Previous trading name	
Current trading name	
New Zealand Business Number (NZBN) For more information about NZBNs, see www.nzbn.govt.nz	

Section 8. Change in WSMP Responsible Person (Day-to-Day Manager)

NOTE: This does not apply to a change of **operator of wine business**. If there is a change in operator, complete a WA5 form.

Previous WSMP responsible person	
Current WSMP responsible person	Name: Position: Email:

Section 9. Change to Products of Winemaking Operation

Identify changes to winemaking product activities. Attach updated copy of WSMP.

NOTE: A change in the winemaking process activities is a significant amendment; complete a WA6 form.

- ☐ extension product (e.g. vinegar, spirits)*
- ☐ fortified wine
- ☐ partial process product (e.g. juice, verjuice)*
- ☐ sparkling wine
- ☐ still wine
- ☐ wine product (beverage including at least 70% wine)*
- ☐ wine-based liqueur

* see <http://www.legislation.govt.nz/> and search "Wine Act 2003" for more information on these product definitions

Section 10. Other

Provide a description of the minor amendment and attach any relevant documentation (such as amended pages of the WSMP). **If you are making changes to your WSMP boundary, make sure you attach a copy of the site diagram with the boundary clearly indicated.**

Section 11. Applicant Statement

I confirm that:

1. I am authorised to make this application as the Operator of the WSMP or 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.

Name		Job Title	
Signature		Date	



Section 12. MPI Service Charge

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

Which Section did you complete? Tick one	Change Type	Threshold	Fees (incl. GST)
<input type="checkbox"/> Section 7 - 10	Minor update (Administrative)	30 Minutes	\$77.63
<input type="checkbox"/> Section 3 or 6	Surrender of registration Change in Contact Details	No charge	No charge

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/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, put the code: **WSMP** and also include either **Company name / ID / NZBN**
Enter the date of deposit and your name (payer) on this form below:

Date of Deposit		Your Name (Payer)	
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Section 13. Final Checklist

Have you:

- ☐ filled this form in completely?
- ☐ provided any documents required?
- ☐ read and signed the Applicant Statement?
- ☐ 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 updating a registered wine standards management plan 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 the Wine Act 2003; 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
- 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.