

Registration of Food Premises - Fees Outline



- **Setting up of a New Food Premises**
- **Food Control Plans**
- **Annual Cost**
- **Transfers**
- **Alterations (incl. intensity, scale and category)**
- **Additional Assessments**
- **Miscellaneous**

Food premises selling food are required to be registered on an annual basis pursuant to the Health (Registration of Premises) Regulations 1966, or alternatively have obtained an **exemption** from the Food Hygiene Regulations 1974.

1. **New Premises Set Up Fee:** **Fee of \$787.00** (Incl. GST)

This covers the costs associated with the time spent reviewing, commenting on and discussing the plans and proposal associated with an application for a new food premises, the site assessment and the annual Certificate of Registration up to the 30th September.

E.g. if you open your premises In August, you will be invoiced for the annual registration fee for the following 1st October in addition to the new premises fee.

Any additional site assessments will be charged to the applicant at the hourly rate plus disbursements.

The process and information required to be submitted for setting up a new food premise is outlined in the handout 'Application Procedures for Proposed Food Premises'. Payment of the fee shall be made when lodging the completed application with Lakes Environmental Limited.

2. **Annual Registration of Food Premises:** **Fee of \$390.00** (Incl. GST)

The fee covers the costs associated with an Environmental Health Officer carrying out one site assessment and a written report during the annual registration period along with the issuing of the certificate.

The annual registration period runs from 1 October until 30 September each year. Operators of registered food premises will be forwarded a renewal notice and invoice at least one month prior to the expiry of the Registration Certificate. Please return your renewal application promptly. Any applications returned after the due date may incur a 10% late penalty fee.

The Certificate shall be displayed in a conspicuous place in a public area of the food premises.

3. **Annual Food Control Plan Registration of Food Premises:** **Fee of \$350.00** (Incl. GST)

Contact Details:

Lakes Environmental Limited
74 Shotover Street,
Private Bag 50077, Queenstown 9348

Phone: 03-450-0300

Fax: 03-442-4778

Email: enquiries@lakesenv.co.nz

The fee covers the costs associated with an Environmental Health Officer carrying out one site audit and audit report during the year along with the issuing of the Food Control Plan Certificate.

The audit year runs from the date the initial application to participate in the Voluntary Implementation Programme was received by Lakes Environmental. Operators of such food premises will be forwarded a renewal notice and invoice at least one month prior to the anniversary of this date. Please return your renewal application promptly as any applications returned after the anniversary date may incur a 10% late penalty fee.

The Certificate shall be displayed in a conspicuous place in a public area of the food premises.

4. Additional Assessments of Food Premises: Fee of \$280.00 (Incl. GST)

Food premises which sell high risk food products (perishable foods such as meat, fish, dairy products etc) may receive a second site assessment. This will be invoiced after the assessment has been carried out by the Environmental Health Officer.

Likewise, food premises which are found to be non-complying in terms of the requirements of the Food Hygiene Regulations 1974 will be subject to additional follow-up assessments to check compliance with the Officer's requisition report. The operator will be invoiced after the assessment has been carried out.

In some instances, where a premises has shown a history of non-compliance or risk to food, the assessment frequency might be upgraded to more than twice per year. You will be advised in writing if your premises falls into this category. Each assessment will be separately invoiced.

Please note any alterations to the kitchen or dining area requires written approval from an Environmental Health Officer prior to commencing work. This is to ensure work to be carried out complies with the *Food Hygiene Regulations, 1974* and the kitchen facilities are sufficient for that purpose. Depending on the nature of the proposed alterations to the premises an assessment in terms of the Food Hygiene Regulations, 1974, may be required to be carried out. The owner of the Food Premises Registration will be invoiced for this.

5. Transfer of Registration: Fee of \$55 (Incl. GST)

If a registered food premises changes hands, the new occupier is required to notify an Environmental Health Officer at Lakes Environmental Limited within 14 days of occupation and complete and return the Transfer of Premises Form together with the fee of \$55 (Incl. GST). A new Certificate of Registration will then be issued in the name of the new occupier.

Please note that other costs may be incurred if you are changing significantly the type of food registration, making structural changes or increasing or decreasing kitchen or customer areas. If this is the case, please talk to an Environmental Health Officer regarding these changes and you will be advised of the correct procedure.

In general, if an officer needs to visit the premise to approve changes you will be charged for an additional assessment (\$280.00) and the transfer fee of \$55.00, a total of **\$335.00** (Incl. GST).

6. Water Samples: Bacteriological \$22.50 / Chemical \$201.22 (Incl. GST) plus officer time.

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Food premises, which are on a private water supply, will need to either show evidence that the supply is of a potable quality (ie. in compliance with the Drinking Water Standards for New Zealand (2005)) or a water sample will be obtained by the officer during the inspection. Generally a simple bacteriological sample will incur the above costs, which includes the sampling, analysis, courier charges and correspondence. However, Please be aware that where problems are found with a water supply any further visits or advice will be recovered from the owner of the Food Premises Registration on a cost recovery basis.

7. Food Control Plans/Food Premises Exempt/Partially Exempt under the Food Hygiene Regulations:

The time spent reviewing, commenting and verbally discussing the plans and proposals associated with applications for new, partially exempted, and exempted food premises will be charged to the Applicant at the Officer's hourly rate plus disbursements such as photocopying and file set up fees. Likewise, site assessments will be charged at the hourly rate.

8. Hourly Rate:

In general the hourly rate where applicable will be charged out at \$85.00 (inc GST)

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