



APPLICATION FOR TEMPLATE FOOD CONTROL PLAN



Under Food Act 2014

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

- A copy of the site plan for each address identifying physical boundaries.
- An internal layout plan of all food rooms detailing layout of all fixed appliances, plumbing, ventilation, lighting etc.
- The completed scope of operations description that fits your business which you will find included in this document.
- If you were registered with either the Ministry for Primary Industries (MPI) or your local council before 1 March 2016, make sure you have your previous registration IDs on hand. These are IDs such as *FP903* or *WEBB-12345*.
- Copy of building Code Compliance Certificate (CCC) / Certificate of Public Use (CPU) YES N/A

Read these notes before you start filling out the form.

- This form must be used when applying to Council for registration of a food control plan under section 53 of the Food Act 2014. Some information provided will be included on the public register; however, you can ask for certain personal information to be withheld from the published register.
You can view the public register here: www.foodsafety.govt.nz/registers-lists/
- Send the completed application form together with the other requirements above to:
Queenstown Lakes District Council, Private Bag 50072, Queenstown 9348
Or email to: **services@qldc.govt.nz**
- If there are any changes to the details provided in this application after the application has been sent to QLDC you must promptly inform us of the changes in writing.
- If you require any further assistance to help with understanding what is required, please contact the duty Environmental Health Officer (EHO) by phone on 03 441 0499.

Prior to 1 March 2016, were you registered as a food business with MPI or your local council?

- Yes **[Complete section 1]**
- No → If **NO**, when do you intend to start trading?

[New businesses should go straight to section 2]

SECTION 1 PREVIOUS REGISTRATION IDS

If you were registered as a food business with MPI or your local council before 1 March 2016, enter your current registration ID number.

[Any previous registration ID number(s), e.g. FP907 or WEBB-12345]

SECTION 2 DETAILS

DETAILS OF THE ENTITY/PERSON APPLYING FOR THE FOOD CONTROL PLAN REGISTRATION (RECORD INDIVIDUAL PREMISE(S) IN SECTION 5) Enter the details of the entity/person responsible for this Food Control Plan registration.

BUSINESS LEGAL STATUS: (tick as appropriate)

- Single Premises Company
- Multiple Premises Company
- Multiple Business Company (ie more than one food operator in same premises intending to operate under one joint Food Control Plan)

LEGAL NAME(S) OF ENTITY / PERSON REGISTERING: (e.g. registered company, partnership or individual)

Legal name of entity / person:

Postal Address:

Phone:

Email:

ENTITY/PERSON REGISTERING NZ BUSINESS NUMBER(S):

[If you have New Zealand Business Numbers (NZBN), provide them here.
If you want more information about NZBN's, including how to get one, see
www.business.govt.nz/companies/learn-about/nzbn/]

Please provide your NZBN:

NOTE: Premise(s) "site" trading names will be recorded in section 5

CONTACT DETAILS OF ENTITY/PERSON RESPONSIBLE FOR THIS APPLICATION

You must provide this information to be registered. The contact person details entered below will be used for communications, such as sending approval documents and renewal reminders. Contact Council if the details change.

Contact Name:

Postal Address:

Town/City:

Postcode:

Country:

This address is a private dwellinghouse and I wish it to be withheld from the public register.

Mobile Telephone Number:

Other Telephone Number:

Email: [By entering an email address you consent to being sent information and notifications electronically, if required]



SECTION 3 SCOPE OF OPERATIONS

This provides us information about what type of business you have. Please tick the food sectors you operate in below (those that apply to all your sites) and then ensure you fill in the Scope of Operations document which can be found on Councils website (www.qldc.govt.nz).

FOOD SECTORS I OPERATE IN:
(tick as appropriate)

Food Service Businesses:

- Restaurant/Café
- Takeaway
- On or Off-site Caterer
- Hospital/Residential care facility
- Educational facilities
- Bar
- Other (please state):

Food Retail Businesses:

- Supermarket
- Bakery
- Butchery
- Fishmonger
- Delicatessen
- Confectionery
- Dairy
- Other (please state):



SECTION 4 PREMISE INFORMATION

Please add your premise details - whether single or multi. Include all addresses where food is handled.

LEGAL NAME(S) OF SITE OPERATOR (e.g. registered company, partnership or individual)	SITE TRADING NAME, IF ANY (i.e. 'Trading As')	STREET/PHYSICAL ADDRESS (location of actual place)	SITE DAY-TO-DAY MANAGER POSITION	<i>(Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)</i>
E.g. ABC Foods Limited	E.g. Alphabet Café & Bar	E.g. 123 Fake Road, Faketown 1234		
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>



SECTION 5 APPLICANT STATEMENT

Complete 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 operators listed in section 5; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
3. Every operator of the food businesses covered by the Food Control Plan 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; and
4. Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

NAME:

JOB TITLE:

SIGNATURE:

DATE:

SECTION 7 FINAL CHECK AND DOCUMENT PACKAGE TO SEND TO COUNCIL

Have you:

Filled this form in completely and legibly

Attached a description of your scope of operations

Attached copies of site plans

Read and signed the Applicant Statement

Attached a letter from your verification agency if not QLDC

Payment of \$125 Registration Fee

FEES SCHEDULE

Queenstown Lakes District Council fee structure can be found [HERE](#)

SECTION 8 COLLECTION OF INFORMATION

COLLECTION OF PERSONAL INFORMATION

Pursuant to Principle 3 of the Privacy Act 1993, we advise that:

- This information is being collected for the purpose of registering under the Food Act 2014; and
- The recipient of this information, which is the agency that will collect and hold the information, is QLDC; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 53 of the Food Act 2014. The provision of this information is necessary in order to process an application for registration under section 53; 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, and may ultimately result in a refusal to register, in accordance with section 54 and 57 of the Food Act 2014; and
- Under Principles 6 and 7 of the Privacy Act 1993, 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 QLDC 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, QLDC must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.



SCOPE OF OPERATIONS

TEMPLATE FOOD CONTROL PLAN BUSINESSES

What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.



Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

Caterer

Provides food, supplies and services for a social occasion or function or within an education or other facility.

Eat-in premises

Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.

Export

Home delivery

Examples: Pizza delivery, meals-on-wheels and grocery delivery.

Import

Either as a registered food importer or through an agent who is a registered importer.

Internet

On-line selling of food products.

Market

Example: Stall at farmers' or other market.

Mobile

Example: Food truck.

On-licence

Eat-in premises that sell alcohol for consumption at the same location.

Retail

Examples: Supermarket, dairy or other premises selling direct to the consumer.

Storage provider

Examples: Cold stores and warehouses.

Takeaway

Ready-to-eat meals sold for immediate consumption at another location.

Transport provider

Ambient or temperature-controlled transport.

Wholesale

Premises selling to retailers.

Processes

What processes do you use in your food business?

Acidification

Using acid (low pH) to preserve food products.
Examples: Mayonnaise, pickles and shelf stable condiments.

Fermentation

Using micro-organisms to make or preserve food products. Examples: Kimchee, sauerkraut, pickles.

Handling chilled RTE products

Handling chilled ready-to-eat (RTE) products with a shelf-life of more than 5 days. Example: Sliced cooked ham.

Holding at serving temperature

Holding at serving temperature in a pie warmer or bain-marie.

Reheating

Reheating a food that has been previously cooked for immediate consumption. Examples: Reheating a frozen cooked ready-to-eat meal.

Slow or low temperature cooking

Examples: Sous vide, hangi, umu and smoking.

None of the above

None of the above processes are used.

Food Service

Serve/sell food directly to customers to be eaten straight away.

Do you produce food to be served or sold directly to customers?

2

Ready-to-eat meals & snacks

10 Examples: Restaurant meal, catered food, takeaway, sandwiches, pie, filled roll, smoothies, milkshake and fresh juice. If you are doing any of the other foods below, also tick them.

Chinese style roast duck

50

Doner meat

40 Meals or snacks made using doner meat.
Examples: Kebab and wrap.

Minimally processed fruits and vegetables

20 Example: Washed apples.

Sushi

30 Sushi rolls and sashimi.

Note: If all the food you make is served directly to customers you don't need to complete the rest of this form.

Operations

Tick all the activities your business does, and the products you work with.

Do you:

Sell products that you prepare and / or make?

1

Baked products (without filling or icing)

70

Baked products, with filling or icing

80

Dairy products

40

Eggs

10

Infant formula

110

Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

Minimally processed fruits & vegetables

50

Examples: Washed apple and trimmed beetroot.

Processed fruits & vegetables

60

Processed meat, poultry & seafood products

30

Raw meat, poultry & seafood

20

Ready-to-eat meals & snacks

90

Sauces, soups, dressings & toppings

100

Shelf-stable products

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Sell products made by others?

18

Baked products (without filling or icing)

70

Baked products, with filling or icing

80

Dairy products

40

Example: Scooping ice cream.

Eggs

10

Infant formula

110

Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

Minimally processed fruits & vegetables

50

Examples: Washed apple and trimmed beetroot.

Processed fruits & vegetables

60

Processed meat, poultry & seafood products

30

Raw meat, poultry & seafood

20

Ready-to-eat meals & snacks

90

Sauces, soups, dressings & toppings

100

Shelf-stable products

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Do you:

Sell hot beverages and / or shelf-stable pre-packed food?

35 Food which does not require chilling or freezing.

Hot beverage

10 Examples: Coffee, tea and cocoa.

Packaged food (shelf-stable products)

20 In manufacturers' packaging.

Sell ice cream and iced confectionery?

36 (In manufacturers' packaging).

Ice Cream

10

Iced confectionery

20 Examples: Ice blocks, frozen yoghurt

Provide food to pre-school children?

22 (For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo).

Infant formula

20

Ready-to-eat meals & snacks

10

Bake bread and bread products?

21_010 You should select this section if you bake bread and bread products only.