

Application for Changes to a National Programme

THIS FORM MUST BE USED WHEN:

Operators of food business subject to National Programme must notify their registration authority of any significant changes to circumstances. A significant change includes, any change submitted as part of the registration including:

- Change to name and business address
- Change in the trading name of the food business or change of address
- Change to the scope of operation
- Change to the verifier of verification agency that will carry out the verification functions
- Changes to a multisite or creating a multisite
- A voluntary suspension under Section 92 of the Food Act 2014
- A surrender of Registration under Section 98 of the Food Act 2014
- If you only want a **replacement certificate** (where certificate has been lost or destroyed), you don't need to submit this form. Simply email environmentalhealth@qldc.govt.nz to request a new copy of your certificate. QLDC will email you a copy, so make sure you keep us up to date with your current email address

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

- Your current **QLDC registration ID** on hand.
- A copy of any **new or changed site plans** if applicable.
- If the change relates to your scope of operations, a **description of how your business scope of operations has changed** (clearly marked additions and/or deletions). Your new scope of operations can be determined by completing this online quiz and downloading your results once you reach the orange page. [A tool to find out the food safety rules that apply to your business | NZ Government](#)
- If you are changing your verification agency, a copy of the **confirmation letter from your new verification agency**.
- If your business has changed name, and is a registered limited liability company, a copy of the **new company registration certificate**, and your New Zealand Business Number (NZBN).
- If you are altering, changing, adding, or removing addresses where food is handled, you need to make sure you have the **address information**.

What will happen next?

The changes will be assessed and if no further information is required the registration will be updated. If any details submitted affect the scope of operation, risk category or verification date or frequency we will be in touch.

Please note changes made to registrations details may be subject to a fee. Our fees schedule can be found here [Fee Schedule - QLDC](#)

Once an Environmental Health Officer reviews the application an invoice will be sent via email.

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SECTION 1: CURRENT QLDC REGISTRATION ID

Please provide your Current QLDC Registration ID below and then continue to section 2.

Current QLDC Registration ID

(Complete in all Cases)

[Click here to enter current registration number e.g. QLD001234](#)

SECTION 2: CHANGES TO REGISTRATION DETAILS

- ☐ **YES** – Please provide details of all applicable changes in the following section 2a-2e.
- ☐ **NO** – Go straight to section 3

SECTION 2a: Change of Business Details- If there is a change of ownership a new registration form may need to be completed.

**Legal Name(s) of Operator
(e.g., registered company,
partnership or individual):**

Current Operating Name: [Click here to enter your text](#)

New Operator Name: [Click here to enter your text](#)

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New Zealand Business Number (NZBN)	Click here to enter your text
Trading Name, if any (i.e., 'Trading As'):	<i>Current Trading Name:</i> Click here to enter your text <i>New Trading Name:</i> Click here to enter your text

Change of Business Address Details	
<i>If the address is a dwelling house, you may ask that the address is withheld from the public register by ticking the box below.</i>	
New Postal Address	New Physical/Courier Address (If different to Postal Address)
Address: Click here to enter your text Town/City: Click here to enter your text Postcode: Click here to enter your text Country: Click here to enter your text ☐ This address is a private dwelling and I wish it to be withheld from the public register	Address: Click here to enter your text Town/City: Click here to enter your text Postcode: Click here to enter your text Country: Click here to enter your text ☐ This address is a private dwelling and I wish it to be withheld from the public register

Updated Contact Details – Contact person, Email and Mobile Number Change:	
<i>Email: By entering email you consent to being sent information electronically if required</i> <i>These details must be for the authorised operator and will be used for all correspondence including appointments, reports, registration documentation, legal notices and further details required by QLDC.</i>	
Contact person	<i>Current Contact Person:</i> Click here to enter your text <i>New Contact Person:</i> Click here to enter your text
Mobile Phone Number	<i>Current Phone Number:</i> Click here to enter your text <i>New Phone Number:</i> Click here to enter your text
Email	<i>Current Email:</i> Click here to enter your text <i>New Email:</i> Click here to enter your text

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SECTION 2c: Change of Verification Agency

Name of New Verification Agency(s): [Click here to enter your text](#)

Note: QLDC may contact your verification Agency directly to clarify any issues related to your registration

- ☐ I have attached a copy of the letter confirming my nominated Verification Agency (s) will provide verification services for my registration. *If QLDC is the new Verification Agency, this is not required.*
- ☐ The current recognized agency responsible for verification activities has been informed of the intention to change agencies: and,
- ☐ An agreement has been made with the new recognized agency to allow them to undertake verification functions in respect of the registered National Programme. *If QLDC is the new Verification Agency, a contract will be issued.*
- ☐ There are no outstanding corrective actions under the current recognized agency contracted to verify this risk management program, OR
- ☐ Agreement has been obtained from the recognized agencies concerned and/or MPI to allow the transfer of any outstanding corrective actions; and
- ☐ Agreement has been reached between the recognized agencies concerned in respect to the transfer of any information and associated files directly relating to verification activities undertaken prior to the change

SECTION 2d: Change of Scope of Operations

The Scope of Operations tells us about what you do so it is important to keep us updated about any changes. A Scope of Operations form is available online the following links:

National Programme 1 : [Scope-of-Operations-for-NP1-Businesses](#)

National Programme 2: [Scope-of-Operations-for-NP2-Businesses](#)

National Programme 3: [Scope-of-Operations-for-NP3-Businesses](#)

Food Control Plan: [Scope-of-Operations-FCP](#)

- ☐ I have attached a completed Scope of Operations form providing a description of how my business scope of operations has changed
- ☐ I have attached or detailed below, written description of how my business Scope of Operations has changed. This includes all of the following:
 - The Food Act sectors I operate in – for example, retail, food service, manufacturing
 - My products – the type of food I make or sell
 - Processes – how I make my food
 - Trading Operations – how and where I sell my products

Description of Business Changes:

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SECTION 2e: Multiple Address Details for Multi-Sites – Please note that National Programmes cannot under the Food Act have multiple business owners the registration must be specific to one business.

Add additional pages if necessary, or attach a file (e.g., spreadsheet) to your application email with all of the information required below. Indicate if the address is an addition, a removal, or a change to existing site. Attach site plans for any new or changed sites.

Requested Change <i>Tick as applicable</i>	Legal name (s) of site operator (e.g., registered company, partnership or individual) (Tick box to confirm company registration certificate is attached for any Limited Liability Companies)	NZ Business Number	Site trading name, if any (i.e., 'Trading As')	Street/Physical Address (location of actual place) (Tick box if you wish the address to be withheld from the public register because it is a private dwelling house)	Site day-to-day manager position
<i>Tick as applicable</i>	<i>E.g., ABC Foods Limited</i> ☒	<i>Where applicable</i>	<i>E.g., Yummy CakesRUs, Wellington Store</i>	<i>E.g., 123 Cakes Road, Fake town 1234</i> ☒	<i>E.g., Store Manager</i>
☐ Add ☐ Remove ☐ Change	Click to enter Legal name ☐ Certificate Attached	Click to enter NZ Business Number	Click to enter Trading name ☐ Same as legal name	Click to enter address ☐ Address to be withheld from register	Click to enter manager position
☐ Add ☐ Remove ☐ Change	Click to enter Legal name ☐ Certificate Attached	Click to enter NZ Business Number	Click to enter Trading name ☐ Same as legal name	Click to enter address ☐ Address to be withheld from register	Click to enter manager position
☐ Add ☐ Remove ☐ Change	Click to enter Legal name ☐ Certificate Attached	Click to enter NZ Business Number	Click to enter Trading name ☐ Same as legal name	Click to enter address ☐ Address to be withheld from register	Click to enter manager position
☐ Add ☐ Remove ☐ Change	Click to enter Legal name ☐ Certificate Attached	Click to enter NZ Business Number	Click to enter Trading name ☐ Same as legal name	Click to enter address ☐ Address to be withheld from register	Click to enter manager position

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SECTION 3: DO YOU WANT TO SURRENDER YOUR REGISTRATION?

☐ **YES** – Please provide Surrender Date below

☐ **NO** – Go straight to Section 4

Surrender Date

(Notification of surrender of registration is required under section 98 of the Food Act 2014)

I wish to surrender the registration in relation to the registration ID referred to in Section 1 as at date:

Surrender Date: [Click here to enter a date.](#) (dd/mm/yyyy)

Please complete Section 7- Notification Declaration before you send this form to QLDC

SECTION 4: DO YOU WANT TO VOLUNTARILY SUSPEND YOUR REGISTRATION, OR ALTER SUSPENSION IN PLACE?

☐ **YES** – Please provide Suspension details in table below

☐ **NO** – Go straight to section 5

Voluntary Suspension

Businesses operating registered food business that is subject to a National Programme may voluntarily suspend their registration for a minimum of 3 months, and a maximum of 12 months, under section 92 of the Food Act 2014. QLDC will issue confirmation of suspension

I wish to suspend the registration in relation to the registration ID referred to in Section 1 until the following date (must be a minimum of 3 months, and a maximum of 12 months):

Suspension Start Date: [Click or tap to enter a date.](#) (dd/mm/yyyy)

Suspension End Date: [Click or tap to enter a date.](#) (dd/mm/yyyy)

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

☐ **All operations:** or

☐ **Certain operations as described below** (or attach additional pages)

[Click here to enter details of operations to be suspended](#)

☐ I wish to *discontinue* the suspension in relation to the registration ID referred to in Section 1

New Suspension end date: [Click here to enter your text](#)

☐ I wish to *extend* the extension in relation to the registration ID referred to in Section 1

New Suspension end date: [Click here to enter your text](#)

SECTION 5: APPLICANT DECLARATION

Please read and sign the applicant declaration below:

Applicant Declaration			
<i>We accept PDF or scanned versions of signatures</i>			
I can confirm that:			
1. I am authorized to make this application as the operator or a person with legal authority to act on behalf of the operator, or on behalf of the operators of the registered food business referenced in Section 1 2. The information supplied in this application is truthful and accurate to the best of my knowledge; and 3. Every operator of the food businesses covered by the National Programme is a 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 National programme is able to comply with the requirements of the Food Act 2014.			
Name	Click here to enter your text	Job Title	Click here to enter your text
Signature		Date	Click or tap to enter a date.

SECTION 6: FEES & PAYMENTS

Payments – Changes made to registration may be subject to a fee which will be invoiced
Tax Invoice: On review of application by an environmental health officer an invoice will be generated and emailed

SECTION 7: FINAL CHECK BEFORE YOU SUBMIT YOUR CHANGE REQUEST TO QLDC

To submit this Change Request form:

- Ensure that all applicable sections of this form have been completed. If you have any troubles downloading or filling out the Word file, please let us know
- Email the completed form, along with all supporting documentation files to environmentalhealth@qldc.govt.nz
- The Environmental Health team will be in touch if there is any further information required.

YES	N/A	Before emailing, please ensure you have:
☐	☐	Attached any required documentation to confirm significant changes to your National Programme, if you are applying for registration of a significant amendment(s) to your National Programme
☐	☐	Attached a letter from your new verification agency, if applicable
☐	☐	Attached copies of company registration certificates for any new or changed limited liability companies, if applicable
☐	☐	Attached a scope of operation and description of the changes to your scope of operations, and new site plans if applicable.
☐		Read and signed Applicant Declaration

In addition to advising QLDC of the changes to your registration, please also ensure that you have reviewed the related National Programme Guidance documents and reviewed and updated any systems and processes for Food Safety including your training plans.