Application for registration for a FOOD BUSINESS

ROTORUA LAKES COUNCIL

1 Type of business*

Tick only one of the boxes below

- ○ Fixed food premise – One site
- ○ Fixed food premise – Multi-site food business (FCP or NP)
- ○ Fixed food premise – Multi-business food business (FCP)

1a Will you operate

- ○ Mobile shop
- ○ Market stall, food stall, food promotions and tastings

Note: If you will be operating as one of these within the Rotorua District, you may need to apply for the appropriate additional permits, refer to the Rotorua Lakes Council website for details.

2. This application is for*

Tick only one of the boxes below:

- ○ Template FCP: Simply Safe & Suitable
- ○ National Programme 1 (NP1)
- ○ National Programme 2 (NP2)
- ○ National Programme 3 (NP3)

Note: Rotorua Lakes Council is unable to verify National Programmes. Please refer to the Rotorua Lakes Council website for information on approved third party verifiers

Please provide a brief description of your business and food activities*

Intended takeover date/openning date*

3. Your business owners' details*

Full name or company name (This name will appear on the registration certificate)

NZ Business Number (NZBN)

Postal address

Is this a dwelling house? (To be withheld from the register) ○ Yes ○ No

Email

Phone number - landline and/or mobile

Billing email address:

NOTE: The operator or primary contact is the person who will receive all communication from Council regarding the registration, including request for further information and approval documents.

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Operator/Primary Contact Name:

Operator/Primary Contact Postal Address (if different from above):

Operator/Primary Contact Email Adress (if different from above):

Operator/Primary Contact Phone Numbers (if different from above):

Food Control Plan Manager (If applying for a Food Control Plan Registration)

4. Sites (repeat this information 5 times) First one mandatory

Trading Name*

Premise location*

Are there anymore sites? Yes No

Opening hours*

Day to Day Manager*

Vehicle plate number if applicable

Is this a dwelling house?* (To be withheld from the register) Yes No

Business Owner if more than one (TFCP Only)

5. Audits/Verifications*

Who will be carrying out your audits/verifications?

Rotorua Lakes Council

Third Party Verifier - Agency Name:

Note: If you are using a third party verifier, please attach a confirmation letter from your verification agency

6. Privacy Information and Declaration

The personal information you provide in this form is collected by the Council to process your food business application and to support the administration, monitoring, and enforcement requirements of the Food Act 2014. Your information may also be used for associated Council services related to regulatory and public health functions. The Council will manage, use, and disclose your information only in accordance with the Privacy Act 2020. Your information will be shared with the Ministry for Primary Industries (MPI) where required for registration, verification, auditing, and other statutory functions under the Food Act. Information regarding your registration will be held on a public register as required by the Food Act. Under the Local Government Official Information and Meetings Act 1987, the Council may be required to release information provided in this form in response to an official information request, unless a lawful ground for withholding it applies. Your personal information will be securely stored in accordance with the Privacy Act 2020. You have the right to request access to, and correction of, the personal information the Council holds about you. To make a request, please contact the Council.

7. Acknowledgement*

By completing and signing this application, I confirm that I am authorised to make this application as the person with legal authority for the specified business.

The information supplied in this application is truthful and accurate to the best of my knowledge.

The operator of every food business covered by this application is a New Zealand resident within the meaning of section YD 1 or YD 2 of the Income Tax Act.

The operator of the food business is able to comply with the requirements of the Food Act 2014.
If the application applies to more than one food business, I have control, authority and accountability for the matters covered by the plan.

8. Checklist

Please attach the applicable supporting documnets below:

- ○ Scope of Operations of Food Business Form
- ○ A copy of the Certificate of Incorporation (If applying in a company name)
- ○ A copy of the confirmation letter from your verification agency (for National Programmes only)

Please scan and email to info@rotorualc.nz or drop off to the Council Customer Centre or post to:
Rotorua Lakes Council, DX Mailbox number (JX10503), Rotorua 3040, NZ.

Your Name:

Your postal address (If not already recorded above)

Your email address (If not already recorded above)

Your phone number (If not already recorded above)

Sign here

Date signed

Office Use

Assessing officer		○ Approved ○ Hold ○ Return to Officer	
Application type	○ New ○ FHR to FCP	Lic/Reg fee	$
File No.		NFEF (GL)	$
Licence No.		FCP/Diary fee (GL)	$
Premises No.		TOTAL	$
OZONE Contact No.		Payment date	
MPI No.		Receipt No.	
Notes:			

ROTORUA
LAKES COUNCIL

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