Application for change of details or Significant Amendment for Food Business Food Act 2014

ROTORUA LAKES COUNCIL

Q1: Are you registered with the Rotorua Lakes Council? Yes No

[If no present this note] Please contact the authority you are registered with to complete this process.

Provide details of the changes/amendments

Q2: What do you want to notify?

- **a.** Surrender your Food Business Registration
- **b**. Voluntarily Suspend operations
- **c.** Change operator details
- **d.** Change verification agency
- **e.** Change Scope of Operations
- **f.** Change address details
- **g.** Add a new site
- **h.** Major alterations to facilities or equipment
- **i.** Change other

a. Surrender your Food Business Registration

I wish to surrender the registration of a food control plan or national programme under section 71 of the Food Act 2014.

Registration Number:

When do you want to surrender this registration:

NOTE: If the Rotorua Lakes Council is not your verification agency, please ensure you notify your verification agency of this surrender.

b. Voluntarily Suspend Operations

I wish to voluntary suspend a registered food control plan or national programme under section 64 of the Food Act 2014.

Note: Businesses operating registered food control plans may voluntarily suspend operations under their plan for a minimum of 3 months and a maximum of 12 months under section 64 of the Food Act 2014. Note that while operations are suspended, registration renewal fees must continue to be paid for the registration to remain active.

Registration Number:

Start date of voluntarily suspension

End date of voluntarily suspension

For: All operations or: Certain Operations

[If certain operations is selected] Describe the operations that you wish to suspend

c. Change Operator Details

Complete only the parts that have changed

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.

Registration Number:

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

Business email:

Phone number - landline and mobile:

Billing email address:

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:

d. Change Verification Agency

Registration Number:

Name of new verification agency:

I have attached a copy of the letter confirming my nominated verification agency will provide verification services for my registration.

e. Change of Scope of Operations

Please upload a completed Scope of Operations form providing a description of how my business scope of operations have changed.

f. Change address details

Are you registered on FCP or NP?

Registration Number:

New Premise address:

g. Add a new site

Registration Number:

Do you wish to: Add/Remove/Change

Trading Name

Premise location

Opening hours

Day to Day Manager

Vehicle plate number if applicable

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

Owner (FCP Only)

h. Major alterations to facilities or equipment

Registration Number:

Describe the change

Provide layout

I. Change other

Registration Number

Describe the change

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.

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 specific 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.

Your Name:

Your Postal Address:

Your Email Address:

Your Phone Numbers: