

Whakarerekētanga o ngā taipitopito,
whakahounga nui rānei ki tō pakihi kai

Change of Details or Significant Amendments to your Food Business

Section 51 and 81 of the Food Act 2014



Change of Details or Significant Amendments to your Food Business

This form is to notify the South Taranaki District Council of any change in details or significant amendments to your food business. For example, a change of premises, trading name, or the scope of your operation.

If you are a new operator of a business and make changes to the types of food sold or staff changes, or the old operator takes their Food Control Plan with them, then a **new** registration application is required. Use the Business Connect Portal on our website at www.southtaranaki.com

Fees for processing the amendment (including any site visit) are charged at 30 minute increments at Council's rate of \$180 per hour. If the changes are minor, such as a new phone number or email address, there will be no charge.

If you are changing the scope of your operation by making or selling different types of food, this may result in your operation being a different level of National Programme or requiring a Food Control Plan.

You should check the 'My Food Rules?' tool available on the Ministry for Primary Industries website at www.mpi.govt.nz

Examples of Significant Amendments:

- Changing location or adding new premises to a multi-site registration.
- Changed to scope of operation that are outside your current scope on certificate.
- Major alterations to facilities or equipment.
- Changing the business structure where this impacts on overall operation.

Examples of Changes in Details:

- Change of owner if the rest of the business stays the same, e.g. new franchise operator.
- Minor changes to processes that are still covered in the plan, e.g. cooking poultry.
- Change of verification agency.
- Change in your contact details, e.g. email, phone, or trading name.
- Minor changes to products, processes or plan.

Business this relates to:

Name of food business.....

Certificate number (e.g. STD000).....

Address of food business.....

Contact information:

Please provide the contact details of the person informing us of these changes.

Name..... Position.....

Phone..... Alternative phone.....

Email.....

Change of Details or Significant Amendments to your Food Business

Significant Amendments

What is the
amendment to
your business?

- ☐ Changing location or adding a new premises to a registration.
- ☐ Changes to scope of operation that are outside your current type of registration (e.g. Changing National Programme Levels or to a Food Control Plan.
- ☐ Major alterations to facilities or equipment.
- ☐ Changing the business structure where this impacts on the overall operation.
- ☐ Other significant amendment.

Provide the
details of the
amendment:

Changes in Details

What details are
you changing?

- ☐ Change of owner if the rest of the business stays the same, e.g. new franchise operator using the same systems. Day to day operation remains the same.
- ☐ Minor changes to products or processes that are still covered in the plan, e.g. cooking chicken, sous vide.
- ☐ Change of verification agency.
- ☐ Change in your contact details, e.g. email, phone, postal address.
- ☐ Minor changes to products, processes or plans.

Provide the
details of the
amendment:

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Changes to the scope or type of registration

The type of registration you currently have and the scope of operation is listed on your certificate, e.g. Food Services: Ready to Eat Food, or National Programme Level 2: Bakeries, bread products only.

If you want to change the scope of operation, please complete a new Scope of Operation form including all the new activities, and identify which category you will now fit under:

Food Control Plan:

☐ Template Food Control Plan

National Programme:

☐ National Programme Level 3

☐ National Programme Level 2

☐ National Programme Level 1

Attachments

Attach the following:

- ☐ A copy of the floor plan of the premises if you are making significant amendments to where you operate. You can draw this or use the grid template in your Food Control Plan.
- ☐ A copy of a letter from your verification agency if you are changing agencies.
- ☐ A copy of the scope of operations form if you are changing your scope - you can download this form from the Ministry for Primary Industries website at www.mpi.govt.nz

Applicant Statement

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

I also confirm that:

3. I am authorised to make this application on behalf of the operators listed in section 3; and
4. Every operator of the food business covered by the Food Control Plan 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
5. 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.....

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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 the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 53 or section 83 of the Food Act 2014, which ever applies. The provision of this information is necessary in order to process an application for registration under either section 53 or section 83; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result to register, in accordance with section 54 and 57 or section 84 and 87, of the Food Act 2014, which ever applies; 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 the Ministry for Primary Industries 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, the Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

Once complete, please email this form to regservices@stdc.govt.nz