

### VERIFICATION SERVICES FOR FOOD CONTROL PLAN OPERATORS

Whakatāne District Council has received formal recognition from Ministry for Primary Industries (MPI) for verification of Food Control Plans and National Programme operations. Whakatāne District Council, like all territorial registration authorities, have exclusivity for verifying template FCPs under the Act.

In signing this application, you have agreed to the terms and conditions of the verification service for your business/es as detailed in your application. The terms and conditions of this service can be found on our website: [www.whakatane.govt.nz](http://www.whakatane.govt.nz). If you cannot access these terms and conditions, a hardcopy version can be provided.

Food Control Plans (FCPs) are provided for under Part 2, Subpart 2 of the Food Act 2014 (Act). The Act requires that new businesses have their first full initial verification scheduled within 6 weeks of registration. Timing of the subsequent verification is set by the outcome of the previous verification. The fees and charges for FCP operators are set by Whakatāne District Council in its Annual Plan Fees & Charges Schedule.

Your help to ensure verifications occur within the required timeframes is appreciated. Our contact details are (07) 306 0500 and [environmentalhealth@whakatane.govt.nz](mailto:environmentalhealth@whakatane.govt.nz). The terms and conditions, forms and various resources are available on our web page: <https://www.whakatane.govt.nz/services/environmental-health-and-liquor-licensing/food-and-catering>

**NOTE: fields marked with \* are mandatory. A Scope of Operations must be provided for every site.**

TYPE OF FOOD CONTROL PLAN REGISTRATION (Multi-Site)			
<input type="checkbox"/> <b>New</b> - intended trading start date: _____		<input type="checkbox"/> <b>Renewal</b> – existing WKT number: WKT _____	
TYPE OF BUSINESS			
<input type="checkbox"/> <b>Sole Trader or Individual</b>		<input type="checkbox"/> <b>Partnership</b>	<input type="checkbox"/> <b>Registered Company - NZBN:</b> _____
FOOD STALLS OR MOBILE SHOPS ASSOCIATED WITH YOUR FOOD BUSINESS			
Vehicle Registration: _____		Vehicle trading name: _____	
FOOD BUSINESS DETAILS			
<b>Legal Name(s) of Operator</b>	<input type="checkbox"/> <i>I have attached a copy of the company's certificate of registration from the New Zealand Companies Office (<a href="http://www.companies.govt.nz">www.companies.govt.nz</a>)</i>		
<b>Trading Name</b>	* <input type="checkbox"/> <i>Same as legal name</i>		
Operator Contact Details			
<b>Name</b>	*		
<b>Phone number</b> <i>Mobile preferred</i>	*	<b>Email</b>	*
<b>Physical Address</b>	*	<b>Postal Address</b>	* <input type="checkbox"/> <i>Same as physical address</i>
<input type="checkbox"/> <i>This address is a private dwelling, withhold from the public register</i>		<input type="checkbox"/> <i>This address is a private dwelling, withhold from the public register</i>	

26 March 2024 | A1550166 | Version 6

**MANAGER OF THE FOOD CONTROL PLAN**
 Same as contact details above

The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact Whakatāne District Council or MPI if the details change.

<b>Name</b>	*	<b>Position Held</b>	
<b>Phone number</b> <i>Mobile preferred</i>	*	<b>Email</b>	*

**Details for Other Sites**

<b>Site 2</b>	Legal name(s) of site operator	*
	NZBN (if applicable)	
	Site trading name	*
	Physical address	*
	Postal address	*
	<input type="checkbox"/> Same as physical address	
	Managers name	*
	Managers phone number	*
Managers email address	*	
<b>Site 3</b>	Legal name(s) of site operator	*
	NZBN (if applicable)	
	Site trading name	*
	Physical address	*
	Postal address	*
	<input type="checkbox"/> Same as physical address	
	Managers name	*
	Managers phone number	*
Managers email address	*	
<b>Site 4</b>	Legal name(s) of site operator	*
	NZBN (if applicable)	
	Site trading name	*
	Physical address	*
	Postal address	*
	<input type="checkbox"/> Same as physical address	
	Managers name	*
	Managers phone number	*
Managers email address	*	

### 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
- The recipient of this information, which is the agency that will collect and hold the information, is Whakatāne District Council, Private Bag 1002, Whakatāne 3158
- Some of the information collected will be displayed on a public register operated by MPI, PO Box 2526, Wellington 6140 to fulfil requirements under the Food Act 2014
- 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
- 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 to the applicant, and may ultimately result in a refusal to register, in accordance with section 54 and 57, of the Food Act 2014
- 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 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 Whakatāne District Council and MPI must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation

### 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
- 3) The operator is resident in New Zealand and within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and
- 4) The operator of the food business is able to comply with the requirements of the Food Act 2014.
- 5) I accept the terms and conditions as outlined in the Verification Services Terms and Conditions located on the Whakatāne District Council website: [www.whakatane.govt.nz](http://www.whakatane.govt.nz)

<b>Name</b>	*	<b>Job Title</b>	
<b>Signature</b>	*	<b>Date</b>	*

**MULTI-SITE FOOD CONTROL PLAN REGISTRATION FEES**

*The TOTAL fee below is inclusive of one verification for one site only.  
Each subsequent site will be invoiced upon completion of the additional verification*

Registration Type	Registration	Verification – Per Site	Total Fee (GST inc)
New Food Control Plan (2-5 Sites)	\$595.00	\$745.00	<input type="checkbox"/> \$1340.00
Renewal Food Control Plan (2-5 Sites)	\$475.00	\$545.00	<input type="checkbox"/> \$1020.00

To pay direct - Whakatāne District Council bank details: ANZ account number 01-0434-0334411-00  
Use references **“your business name”, “FOOD”, “LIHI”**

**PAYMENT**

Cash  Online *(Please attach proof of payment)*  Other

Office use only:	CSC Initials	Amount	Receipt Number

**APPLICANT CHECKLIST**

- Have you:**
- Filled out the application form in full?
  - Added the details for all the sites?
  - Attached a completed Scope of Operations document? On the Whakatāne District Council and MPI websites
  - Attached a Certificate of Incorporation *(if you have a registered limited liability company)?*
  - Read and signed the Applicant Statement?
  - Included payment for this application? *(If paid online, please provide the details of this transaction.)*

**Email completed application forms to:**  
environmentalhealth@whakatane.govt.nz

**Post completed application forms to:**  
Whakatāne District Council, Private Bag 1002, Whakatāne 3158

**Or return to:**  
Customer Services, Civic Centre, Commerce Street, Whakatāne  
*Or Customer Service Centre, Pine Drive, Murupara*