

APPLICATION FOR CHANGES TO YOUR FOOD REGISTRATION

Template Food Control Plans and National Programmes

Sections 51, 58, 81 of Food Act 2014

This form is to notify Hutt City Council, your Registration Authority, of any changes you have made to your food business. Changes should be notified prior to the change occurring or within 10 working days from when the change occurs.

If you are a new operator of an existing food business, then a new application is required. Here is our information on [Registering a food business](#).

There is a fee for making changes to your food registration - [Health registration fees information](#).

No fees apply for minor changes eg, contact information - where a new notice of registration is not required.

What has changed in your business (tick all that apply):

1.	<input type="checkbox"/>	Legal name or trading name
2.	<input type="checkbox"/>	Business address or physical address
	<input type="checkbox"/>	Nominated home base for mobile businesses
3.	<input type="checkbox"/>	Contact information eg, email or phone numbers
	<input type="checkbox"/>	Day to day contact person or manager
4.	<input type="checkbox"/>	Single or Multi-site status:
	<input type="checkbox"/>	▪ from single site to multi-site.
	<input type="checkbox"/>	▪ addition, removal or change to one or more currently registered multi-sites.
5.	<input type="checkbox"/>	Type of food being sold ie,
	<input type="checkbox"/>	▪ you have started making or selling new food products and/or
	<input type="checkbox"/>	▪ you have stopped making or selling food products.
		Note: You will need to provide a new Scope of Operations document. The information you provide will help us determine the correct registration for you and may change the type of registration you are operating under.
6.	<input type="checkbox"/>	Verifier or verification agency – this requires a letter from your new Agency/Verifier
7.		Any other changes
	<input type="checkbox"/>	▪ Alterations to facilities
	<input type="checkbox"/>	▪ Any other changes to information you have provided to the registration authority
	<input type="checkbox"/>	▪ The business operator (owner) - due to death, bankruptcy, liquidation.

Significant changes to your food business such as if a new process is not covered by a Template Food Control Plan or National Programme, usually require the registration of a custom Food Control Plan with the Ministry of Primary Industries.

OFFICE USE ONLY:

1. Entered into MAPs	Y <input type="checkbox"/>	N/a <input type="checkbox"/>	Required fee:	_____
2. Entered into Ci	Y <input type="checkbox"/>	N/a <input type="checkbox"/>	Receipt number:	_____
3. New certificate issued	Y <input type="checkbox"/>	N/a <input type="checkbox"/>	Date:	_____
4. EHO/ETO notified	Y <input type="checkbox"/>	N/a <input type="checkbox"/>	Type of registration	_____
5. Trade Waste notified	Y <input type="checkbox"/>	N/a <input type="checkbox"/>		

Business this relates to:

Registration ID number (ie, HCC1234)
Legal name of business
Trading name
Business address

Contact information:

Name	Title
Contact phone number	Email

Complete **ONLY** the sections that have changed

1. Legal name of business or trading name

Legal name of business (registered company, partnership, natural person)
NZ business number (if applicable)
Trading name

2. Business address or physical address or nominated home base for mobile business

Business/trading address
<input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register
Postal address
<input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register
Reason for change

3. Contact information – phone number, email, day to day contact/manager

Mobile phone number	Other telephone number
Email address	
Day to day manager/position	

4. Changes to single or multi-site status – please complete Appendix 1

I have provided details of all additions, removals, and changes to site addresses operating under this registration.

5. Changes in the Scope of Operations

Briefly outline the changes to the type of food you make and or sell

I have attached a complete and up to date scope of operations form – refer to:
[Forms for food plans and programmes | mpi.govt.nz](#) (Scroll down to Scope of Operations)

6. Change in verifier or verification agency

Name of the new verification agency and or verifier

I have attached a copy of the letter confirming my nominated verification agency/verifier.

7. Any other changes –

- alterations to facilities
- changes made to any information you originally provided to the registration authority
- changes to the business operator (owner), due to death, bankruptcy, liquidation

Describe any other changes here (Continue to page 5 for additional space if necessary)

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 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. The operator of the food business is able to comply with the requirements of the Food Act 2014.

Name	Designation/title
Signature	Date

What happens next?

Submit your completed application form along with any attachments, such as your scope of operations, to environmental.health@huttcity.govt.nz.

There is a fee for making changes to your food registration, refer to our [Health registration fees information](#).

Once we receive your application, we will send you your invoice by email.

No fees apply for minor changes eg, contact information – where a new notice of registration is not required.

Collection of Information:

Collection of Personal Information. Pursuant to Principle 3 of the Privacy Act 2020, 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: Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 51 and 81 of the Food Act 2014, which ever applies. The provision of this information is necessary in order to process an application for registration under section 53 and 83; and
- The supply of this information is voluntary; but
- 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 or 84 and 87 of the Food Act 2014, and
- Under Principles 6 and 7 of the Privacy Act 2020, 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 Hutt City Council 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 Hutt City Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

Extra space if required to provide additional information

Appendix 1: Multiple-site details – Additional sites, Removal of sites, or Changes to an existing site(s)

Add additional pages if necessary, or attach a file (eg, 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.							
Legal name(s) of site operator (eg, registered company, partnership or individual). (Tick box to confirm company registration certificate is attached for any Limited Liability Companies)	NZ Business number (Where applicable)	Site trading name, if any (ie, '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)	Vehicle Registration numbers (mobile businesses only)	Site day-to-day manager position	Local Council	Tick as applicable
eg, ABC Foods Limited <input checked="" type="checkbox"/>		eg, Yummy CakesRUs, Wellington Store	Eg, 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/>		eg, Store Manager		
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
<input type="checkbox"/>		<input type="checkbox"/> Same as legal name	<input type="checkbox"/>				<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change