

# CHANGE OF DETAILS OR SIGNIFICANT AMENDMENTS TO YOUR FOOD BUSINESS

sections 51 and 81 Food Act 2014

This form is to notify us of any changes 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, then a new registration application is required. Use the Application for Registration form for that. It is available on our website.

There is a fee for a significant amendment of a Food Control Plan or National Programme:

- Refer to our [hutt.city/Health-Fees](http://hutt.city/Health-Fees)

Note: Change of contact details eg email, postal address where no new certificate is required: Free of 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 (MPI) website [mpi.govt.nz/food-business/food-safety-rules/](http://mpi.govt.nz/food-business/food-safety-rules/). This may mean you will have to re-register.

## Examples of Significant Amendments:

- Changing location or adding new premises to a multi-site registration
- Changes 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 the overall operation.

## Examples of Changes in Details:

- Minor changes to processes that are still covered in the plan eg cooking chicken
- Change of verification agency
- Change in your contact details eg email, phone, or trading name
- Minor changes to products, processes or plan

## Business this relates to:

Legal name of business
Trading name
Business address

## Contact information:

Your name	Designation/title
Contact phone number	Email

## 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"/>	

## Significant Amendments

### What is the amendment to your business:

- Changing location or adding a new premises to a multi-site registration
- Changing the nominated home base of a mobile premises
- Changes to scope of operation that are outside your current type of registration, eg within a Food Control Plan or changing National Programme Levels
- 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:

- Minor changes to products or processes that are still covered in the plan eg cooking chicken, sous vide
- Change of verification agency
- Change in your contact details eg email, phone, postal address
- Change of contact person
- Minor changes to products, processes or plan
- Other (eg adding a mobile premises to an existing registration where the home base is the same address)

### Provide the details of the changes:

## 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 eg. Food Service: Ready to Eat Food, or National Programme Level 2: Bakeries that prepare or manufacture bread or 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:

- |                           |                          |                            |
|---------------------------|--------------------------|----------------------------|
| <b>Food Control Plan</b>  | <input type="checkbox"/> | Template Food Control Plan |
| <b>National Programme</b> | <input type="checkbox"/> | National Programme Level 3 |
|                           | <input type="checkbox"/> | National Programme Level 2 |
|                           | <input type="checkbox"/> | National Programme Level 1 |

## 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

## Attachments

Attach the following:

- Attach a copy of the floor plan of the premises if you are making significant amendment to where you operate from or adding an additional site.
- Attach a copy of a letter from your verification agency if you are changing agencies.
- Attach a copy of the scope of operations form if you are changing your scope – you can download and complete this form from the MPI website [mpi.govt.nz](http://mpi.govt.nz)

## Payment details

### Payment Options:

**There is a fee for a significant amendment of a Food Control Plan or National Programme:**

Refer to our [hutt.city/Health-Fees](http://hutt.city/Health-Fees)

Note: Change of contact details eg email, postal address where no new certificate is required: Free of charge

## What happens next?

### Once you have submitted your notification:

If you are making a significant amendment or need a new certificate it will be sent out to you in the post.

If you have notified us of a significant amendment, this may require verification within six weeks.

### 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 & 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
- 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.

## Multiple address details

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	
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<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	