

HEALTH REGISTRATION FEES FOR 2021/2022

All fees include GST and are payable under the Food Act 2014.

Food Act 2014 Registration		Fee	
Application for registration of Food Control Plan (FCP) based on a template or model issued by MPI		\$350 (includes 2 hours of processing) (additional time - \$175 per hour)	
Application for registration of a business subject to a plan or model for National Programmes		\$350 (includes 2 hours of processing) (additional time - \$175 per hour)	
Application for renewal of registration		\$175 (includes 1 hour of processing) (additional time - \$175 per hour)	
Application for amendment to registration		\$175 (includes 2 hours of processing) (additional time - \$175 per hour)	
Significant amendment to Food Control Plan		\$175 (includes 2 hours of processing) (additional time - \$175 per hour)	
Food Act 2014 Verification		Fee	
Verification of a Food Control Plan (FCP) based on a template or model issued by MPI		\$175 per hour (for all verification activities, including travel time)	
Verification of a plan or model for National Programme 3 (NP3)		\$175 per hour (for all verification activities, including travel time)	
Verification of a plan or model for National Programme 2 or 1 (NP2 or NP1)		\$175 per hour (for all verification activities, including travel time)	
Cancellation of a verification within 3 days without acceptable reason		\$175	
Inability to verify an FCP or National Programme at the scheduled time, or to carry out the verification due to the absence of key personnel, or the FCP, or records not being available.		\$175 (additional time - \$175 per hour or part, thereafter)	
Food Act 2014 Compliance		Fee	Timing of payment
Issue of Improvement Notice or Notice of Direction.		\$175 per hour of activity	Payable on invoice
Application for review of issue of Improvement Notice or Notice of Direction		\$175 per hour of activity	\$175 payable on application - remainder payable on invoice
All other services and compliance/monitoring activities for which a fee may be set under the Food Act. This includes follow up visits to close out corrective actions, review of (successful) appeals/submissions to verification outcomes, surrender, suspension and revocation of registration.		\$175 per hour of activity	Payable on invoice
Additional fees		Fee	
FCP template and record blanks (photocopy and bound)		\$30	
Replacement diary (photocopy and bound)		\$30	
NP guidance and record blanks (photocopy and bound)		\$30	
Thermometer		\$30	
Change of ownership (non-food premises)		\$175	
General administration fee		\$175 per hour	
Hardcopy application fee where no online/electronic option is available		\$80	

Environmental Health terms and late payment

Initial and additional fees

Initial fees must be paid before applications are processed/work undertaken by council. Further charges will be invoiced for disbursements and if additional time is spent processing the application.

Terms of payment

Payment of additional fees for work shall be paid by due date. Late payment will incur:

- an additional administrative fee (lesser of 10% of the overdue amount or \$300)
- all costs and expenses (including debt collection or legal fees) associated with recovery of the overdue amount.