

Application Form FA10C New Custom Food Control Plan under Food Act 2014

Before you start, let's check that you have everything you need:

- If your food control plan (FCP) has been developed using the MPI "My Food Rules" tool, do not submit this form. Please use form 'FA10MFP, New "My Food Plan" Custom Food Control Plan'.
- Attach copies of:
 - the report from an evaluator endorsing your customised FCP. A list of recognised evaluators can be found here: <https://www.mpi.govt.nz/food-business/food-safety-registers-lists/> ; and
 - the endorsed FCP, including site plan or plans, for your business. If you need help developing your FCP, visit the MPI website.
- A description of your business scope of operations. Find more information and a form to fill in by visiting <https://www.mpi.govt.nz/food-business/running-a-food-business/> , Forms & documents, Scope of Operations.
- A copy of the confirmation letter from your verifier. A list of recognised verification agencies can be found here: <https://www.mpi.govt.nz/food-business/food-safety-registers-lists/>.
- If your business is a registered limited liability company, have your New Zealand Business Number (NZBN). See www.companies.govt.nz
- If your business is a multi-site operation, registration information for every address (see section 5). Multi-site means there is more than one address where food is traded, and that you would like to register all sites under one application. A spreadsheet of the sites' information attached to your application is acceptable. You need to make sure you can confirm that every operator of the food businesses covered by the food control plan is 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 that you include NZBN numbers for any limited liability companies.
- Your application fee of \$349.31 (incl. GST).

Read these notes before you start filling out the form

- This form must be used when applying to MPI for registration of a custom FCP under section 53 of the Food Act 2014. Some information provided will be included on the public register; however, you can ask for certain personal information to be withheld from the published register. We will tell you where you can choose that option. You can view the public register here: www.mpi.govt.nz/food-safety/food-act-2014/ , Food Act 2014 requirements > Registers & lists.
 - Send the completed application form together with the fee and other requirements above to MPI at the above address. We prefer email files. Processing time is up to 20 working days from the time we determine that your application is complete.
 - A hand icon is used when you need to make a decision. The question will help you decide whether you need to complete a particular section.
 - Throughout this form you will need to tick boxes that look like this . A checked box indicates a 'yes' answer.
 - If there are any changes to the details provided in this application after it has been sent to MPI, you must promptly inform us of the changes in writing.
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Processing time is up to 20 working days from the time we determine that your application is complete.



Question A: Have you previously been registered as a food business with MPI or your local council?

- Yes → Complete section 1 then go to section 2.
- No → Go to section 2

<p>Section 1. Previous registration IDs</p> <p><i>If you have previously been registered as a food business with MPI or your local council enter your registration ID number(s)</i></p>

<p>Section 2. Food Control Plan Operator Details</p> <p><i>Enter the details of the person who is either the owner or person in control of the food business. If your food control plan applies to more than one food business, the operator is the person responsible for the food control plan.</i></p>	
<p>Legal Name(s) of Operator (e.g. registered company, partnership or individual)</p>	
<p>NZ Business Number (NZBN)</p>	<p><i>For more information about NZBN's, including how to get one, see www.nzbn.govt.nz</i></p>
<p>Trading Name, if any (i.e. 'Trading As')</p>	<p><input type="checkbox"/> Same as legal name above</p>
<p>Active billing details Provide the current Accounts Payables email address to which the invoices should be emailed</p>	
<p>Operator Address and Contact Details</p> <p><i>You must provide this information to be registered. However, if the address is a dwelling/house, you may ask that the address is withheld from the public register by ticking the box below.</i></p>	
<p>Postal Address</p>	<p>Physical / Courier Address (if different to Postal Address)</p>
<p>Address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Country:</p> <p><input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.</p>	<p>Address:</p> <p>Town/City:</p> <p>Postcode:</p> <p>Country:</p> <p><input type="checkbox"/> This address is a private dwelling/house and I wish it to be withheld from the public register.</p>



Local Authority (Council) <i>This is the council for the operator physical address</i>			
Contact Person Details <i>The contact person details entered below will be used for communications, such as sending approval documents and renewal reminders. Contact MPI if the details change.</i>			
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		
Mobile telephone no.		Other telephone no.	
Operator day-to-day manager name and position	Name: Position:		

Section 3. Verification Agency Details	
Name of Verification Agency(ies): <i>MPI may contact your Verification Agency directly to clarify any issues related to your registration</i>	<input type="checkbox"/> <i>I have attached a copy of the letter confirming my nominated Verification Agency(ies) will provide verification services for my registration. Note: letter should list every site the agency(ies) will provide verification services for. If too many to list, letter should state 'all sites'.</i>



New Zealand Food Safety

Haumarū Kai Aotearoa

Section 4. Site Address Details

Include all addresses where food is handled, **and a site plan for each address**. Ensure the site plan file name includes the site address, and the site plan is dated or has other version control. See this [FCP guide](#) for more information. If you already included a food handling site address in section 2, repeat it here. Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.

Legal name(s) of site operator (e.g. registered company, partnership or individual)	NZ Business Number (where applicable)	Site trading name, if any (i.e. '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/job title	Local Council
E.g. ABC Foods Limited		E.g. Yummy CakesRUs	E.g. 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/>		E.g. Store Manager	
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			





Question B: Have you created your custom food control plan using the MPI "My Food Rules" tool without customisation?

- Yes → Do not complete this form. Submit an FA10MFP form.
- No → Complete section 6, then go to section 7.

Section 5. Standard (non-My Food Plan) custom FCP

- I have attached a copy of the evaluation report provided by my recognised evaluator.
- I have attached a copy of the evaluator endorsed food control plan, including site plan(s).

Section 6. Applicant Statement

Complete for **all** applications. We accept PDF or scanned versions of signatures.

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 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 understand that if there are future, ongoing levies or charges for business activity MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgement with a credit collection agent and/or withdrawal of service.

Name		Job Title	
Signature		Date	



Question C: Are you applying to register more than one site?

- Yes → Complete section 7.
- No → Go straight to section 8.



Section 7. Multi-Site Food Control Plans - Applicant Statement			
<i>We accept PDF or scanned versions of signatures.</i>			
I confirm that:			
<ol style="list-style-type: none"> I am authorised to make this application on behalf of the operators listed in section 5; and Every operator of the food businesses covered by the Food Control Plan is 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 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	

Section 8. MPI Service Charge			
ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838			
Custom Food Control Plan Registration		2.25 Hours	\$349.31
<p>Note: In addition to the application fee above, an assessment time fee based on an hourly rate of \$155.25 (incl. GST) per hour or \$38.81 (incl. GST) per 15 minutes may be charged in instances where applications take longer to process.</p> <p>Payments comprising multiple fees must be supported by a remittance advice. Please attach your payment confirmation to this application or send it separately to: approvals@mpi.govt.nz</p> <p>PAYMENT OPTIONS: Payment must be made using credit/debit card or direct credit (MPI does not accept cash). Please tick and fill in the appropriate section.</p>			
<input type="checkbox"/> CREDIT/DEBIT CARD (preferred option): <ol style="list-style-type: none"> To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions. <ul style="list-style-type: none"> <input type="checkbox"/> I have attached my credit card payment receipt 			
<input type="checkbox"/> DIRECT CREDIT: <ol style="list-style-type: none"> Pay into Bank Account no. 03 0049 0001709 002 In the 'Reference' details, put the code: 'Food Act {your Company name}' Enter the date of deposit and your name (payer) below. 			
Date of Deposit		Your Name (Payer)	



Section 9. Final Check and Document Package to send to MPI

Please ensure you have:

- Attached the following:
 - Letter from your Verification Agency
 - Site plan (internal and external for each site)
 - Endorsed food control plan
 - Evaluation report
- Read and signed the Applicant Statement (section 6)
- Completed section 4 and section 7 (if application applies to more than one site)
- Paid and provided payment details

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 MPI, 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 of the Food Act 2014. 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; however, failure to provide the requested information is likely to result in a return of this application, and may ultimately result in a refusal to register, in accordance with section 54 and 57 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 MPI 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, MPI must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.