Approvals Group
New Zealand Food Safety
Ministry for Primary Industries
Charles Fergusson Building, 34-38 Bowen St, Pipitea
PO Box 2526, Wellington, New Zealand 6140 Tel: 04 894 2550
Email: approvals@mpi.govt.nz

New Zealand Food Safety
Haumaru Kai Aotearoa

# Application Form AP44
## Bivalve Molluscan Shellfish Depot Operator Listing

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

- You are filling in this form because you operate a refrigerated container unit or other building or structure used for holding BMS in a temperature-controlled environment before they are transported to a processor, wholesaler or retailer. Sorting shed operations can also occur at the depot. For more information on BMS post-harvest operators, refer to Bivalve molluscan shellfish (BMS) post-harvest operators.
- If your business is a registered limited liability company, you need a copy of the company registration certificate and your New Zealand Business Number (NZBN). See www.companies.govt.nz
- The application fee according to the payment section of this form.
  Note: all fees on this form are inclusive of GST.

### Read these notes before you start filling out the form:

- Listing as a Bivalve Molluscan Shellfish (BMS) Depot Operator with the Director-General of the Ministry for Primary Industries is required under regulation 50 of the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006. If you operate a Bivalve Molluscan Shellfish Sorting shed, **DO NOT** complete this form. Complete an AP45: BMS Sorting Shed Operator Listing form.
- This 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.
- Send the completed application form together with the fee and any other documentation required (see below) 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.
- If there are any changes to the details provided in this application after the application has been sent to MPI, you must promptly inform us of the changes in writing.

**Frequently used terms**

**BMS =** Bivalve Molluscan Shellfish

**GST** = Goods and services tax

**MPI** = Ministry for Primary Industries

**Sorting Shed** = is a building or structure where BMS are handled directly after harvesting and before being transported to a processor, wholesaler, or retailer. The BMS are first sorted to enable separation for farm management, wet storage, relaying or culling.

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## Bivalve Molluscan Shellfish Depot Operator Listing

**Processing time is up to 20 working days from the time we determine that your application is complete.**

### Question A: Is this a new or renewal application for Bivalve Molluscan Shellfish Depot Operator Listing?

☐ New → Go straight to Section 2
☐ Renewal → Complete Section 1

| **1. Business Identification (renewals only)**<br>Your unique business identification which is 3-10 characters in length. | |
|---|---|
| **Business ID:** | |

| **2. Applicant Details**<br>Registered company name or partnership names (including the trading name) or individual name. | |
|---|---|
| ☐ I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz) | |
| **New Zealand Business Number (NZBN)**<br><br>For more information about NZBNs, see www.nzbn.govt.nz | |

| **3. Business Address and Contact Details** | | | |
|---|---|---|---|
| **Street/Physical** (location of actual premises) | | **Postal, including post code** (for communication) | |
| | | | |
| **Phone** | | **Mobile** | |
| **Email** | By entering an email address you consent to being sent information and notifications electronically, if required. | | |

### Question B: Is the operator a registered company with a different registered office address to the physical/business address in Section 3?

☐ Yes → Complete Section 4
☐ No → Go straight to Section 5

## 4. Registered Company Address and Contact Details

Only complete if the applicant is a registered company and the registered office address is different from the physical/business address in section 3.

| | | | |
|---|---|---|---|
| **Registered office address** | | **Phone** | |

## 5. Place or Area of Operations

List details for all BMS depots. Please list an alternative ID for each depot in the event that the number chosen has been allocated.

| Location | ID Number | ID No. (alternative) |
|---|---|---|
| | | |
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## 6. Minimum Documentation Requirements

Send in all the required documents. Your application will not be processed until all documents are received.

Initial verification report for each BMS depot ☐

## 7. Applicant Statement

I confirm that:

1. I am authorised to make this application as the BMS Depot Operator or a person with legal authority to act on behalf of the BMS Depot Operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge.

| | | | |
|---|---|---|---|
| **Name** | | **Job Title** | |
| **Signature** | | **Date** | |

## 8. MPI Service Charge

**ON PAYMENT THIS BECOMES A TAX INVOICE** **GST No: 64-558-838**

**APPLICATION FEE: $155.25** incl. GST for a new listing or renewal application.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it separately to: approvals@mpi.govt.nz

**MPI does not accept cash**. Payment must be made using credit/debit card or direct credit. Please tick and fill in the appropriate section.

☐ **CREDIT CARD/DEBIT CARD (preferred option):**

1. To pay by credit card (Visa or MasterCard) go to https://www.mpi.govt.nz/food-safety/payments and follow the instructions.

☐ I have attached my credit card payment receipt

☐ **DIRECT CREDIT:**

1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the 'Reference' details, put the code: **BMSDEPOT** and also include either **Company name/ ID / NZBN**
3. Enter the date of deposit and your name (payer) on this form below:

| **Date of Deposit** | | **Your Name (Payer)** | |
|---|---|---|---|

## 9. Final Checklist

Have you:

☐ Read and understood this form?

☐ Filled this form in completely?

☐ Provided required documentation (section 6)?

☐ Read and signed the Applicant Statement (section 7)?

☐ Indicated how the fee will be paid for this application ?

## 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 listing as a BMS Depot Operator under the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006; and
- The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, 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 regulation 50 of the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006. The provision of this information is necessary in order to process an application for registration; and
- The supply of this information is voluntary; and
- 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 regulation 52 of the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006; 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 Ministry for Primary Industries 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 Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.