

Notification Form WA12 Minor Update to Wine Standards Management Plan

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

- You are filling in this form because notification of minor amendments to your WSMP with the Director-General of MPI, is required under section 23 of the Wine Act 2003.
- If your business is a registered limited liability company, a copy of the company registration certificate, and your New Zealand Business Number (NZBN). See www.companiesoffice.govt.nz
- If you only want a replacement certificate (where certificate has been lost or destroyed), you don't need to submit this form. Simply email approvals@mpi.govt.nz to request a copy of your certificate.
- If you are surrendering your WSMP registration you must attach your original registration document issued by MPI and a copy of notification sent to your nominated Recognised Agency notifying them of the surrender.
- Your application fee of **\$77.63** (incl. GST) for a minor update to a WSMP.

Read these notes before you start filling out the form:

- This form must be used when applying to notify MPI of a minor amendment to your WSMP with the Director-General of MPI under section 23 of the Wine Act 2003. Refer to application form guidelines for more information on completion of this form.
- These include changes that impact on registration details shown on the public register of WSMPs. These do not include significant amendments as defined under section 22 of the Wine Act 2003.
- If you are applying for a change in operator or operator name you must use a WA5 "Registration of Wine Standards Management Plan under New Operator".



- 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.
- Refer to the Privacy Act 1993 and Official Information Act 1982 notices at the end of this form regarding collection of information by MPI.

Frequently used terms

WSMP = a Wine Standards Management Plan (WSMP) is a plan designed to identify control, manage, and eliminate or minimise hazards and other risk factors in relation to the making of wine in order to ensure that the wine is fit for its intended purpose.

GST = Goods and service tax

MPI = Ministry for Primary Industries

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



Question A: Do you only want a replacement copy of your registration certificate(s)?

- Yes → Do not complete this form. Email your request to approvals@mpi.govt.nz
 No → Go to Section 1.

Section 1. Applicant Details	
Full legal name of operator	
WSMP ID	

Section 2. New Zealand Business Number (NZBN)
For more information about NZBN's, including how to get one, see www.nzbn.govt.nz



Question B: Are you surrendering the WSMP referred to in Section 1?

- Yes → Complete Section 3
 No → Go straight to Question C

Section 3. Surrender Notification
Surrender of a wine standards management plan registration to the Director-General of the Ministry for Primary Industries is required under section 27 of the Wine Act 2003.
I wish to surrender the wine standards management plan (WSMP) referred to in Section 1 as at date: / / (dd/mm/yy)
Attach:
<input type="checkbox"/> Original registration documentation issued by MPI
<input type="checkbox"/> Copy of notification sent to your nominated Recognised Agency notifying them of the surrender
<input type="checkbox"/> Details as to how you propose to deal with any remaining wine material or product covered by the WSMP (where applicable)



Question C: Do you want to voluntarily suspend your registration?

- Yes → Complete Section 4.
 No → Go straight to Question D.

Section 4. Voluntary Suspension

Businesses registered under a WSMP may voluntarily suspend their operations for a minimum of 3 months, and a maximum of 12 months, under section 24 of the Wine Act 2003.

I wish to suspend operations in relation to the registration ID referred to in section 1 according to the following dates (must be a minimum of 3 months, and a maximum of 12 months):

Suspension Starts*: / / (dd/mm/yyyy)

Suspension Ends: / / (dd/mm/yyyy)

I wish to suspend the following operations (tick one):

- All operations; or
 Certain operations as described below (or attach additional pages)

Any affected wine or wine product will be dealt with (tick one):

- Not applicable, no wine or wine product remains onsite; or
 Any affected wine or wine product will be dealt with as described below (or attach additional pages)

**Suspension start date must be a date after the date you notify MPI. MPI may require you to provide further information within a specified time.*



Question D: Are you changing the postal address and/or contact details of applicant or organisation?

- Yes → Complete Section 5
 No → Go straight to Question E

Section 5. Change in Postal Address and/or Contact Details of Applicant or Organisation			
NOTE: A change in physical address of your operation is a significant amendment under section 22 of the WA. Use a WA6 form.			
Postal (for communication)		Phone	
		Email	
By entering an email address you consent to being sent information and notifications electronically, if required.			



Question E: Are you changing the WSMP trading name?

- Yes → Complete Section 6
 No → Go straight to Question F

Section 6. Change in Trading Name	
NOTE: This does not apply to a change of operator name . If there is a change in operator name, complete a WA5 form.	
Previous trading name	
Current trading name	



Question F: Are you changing the WSMP responsible person?

- Yes → Complete Section 7
 No → Go straight to Question G

Section 7. Change in Business Responsible Person	
NOTE: This does not apply to a change of operator . If there is a change in operator, complete a WA5 form.	
Previous responsible person	Name:
Current responsible person	Name:
	Email:



Question G: Are you making a change to products of winemaking operation?

- Yes → Complete Section 8 and attach page 1 of your updated WSMP outline.
- No → Go straight to Question H

Section 8. Change to Products of Winemaking Operation

NOTE: A change in the winemaking **process** activities is a **significant amendment**; complete a WA6 form.

- extension product (e.g. vinegar, spirits)*
- fortified wine
- partial process product (e.g. juice, verjuice)*
- sparkling wine
- still wine
- wine product (beverage including at least 70% wine)*
- wine-based liqueur

* see <http://www.legislation.govt.nz/> and search "Wine Act 2003" for more information on these product definitions



Question H: Are you changing the WSMP template type?

- Yes → Complete Section 9
- No → Go straight to Question I

Section 9. Change in WSMP Type

- Changing from grape wine production to fruit wine, cider or mead production*
- Adding fruit wine, cider or mead production to grape wine operation*

* Adding grape wine to a fruit wine, cider or mead WSMP is considered a **significant amendment**. Complete significant amendment form WA6.



Question I: Are you making a change other than those listed from sections 5-9?

- Yes → Complete Section 10
- No → Go straight to Section 11

Section 10. Other

Provide a description of the notification and attach any relevant documentation (such as amended pages of the plan).

Section 11. Applicant Statement			
I confirm that:			
<ol style="list-style-type: none"> I am authorised to make this application as the Operator of the WSMP or person with legal authority to act on behalf of the Operator; and The information supplied in this application is truthful and accurate to the best of my knowledge. 			
Name		Job Title	
Signature		Date	

Section 12. MPI Service Charge		
ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838		
Which Section did you complete? Tick one.	Change Type	Charge (all fees include GST)
<input type="checkbox"/> Section 3	Surrender of registration	No charge
<input type="checkbox"/> Any other section	Voluntary suspension Minor amendment	\$77.63
<p>PAYMENT OPTIONS: Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application or send it separately to: MPI Approvals, PO Box 2526, Wellington 6140</p> <p>MPI does not accept cash. Payment must be made using one of the following methods. Please tick and fill in the appropriate section.</p>		
<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: WSMP Enter the date of deposit and your name (payee) below 		
Date of Deposit		Your Name (Payee)
<input type="checkbox"/> CHEQUE: <ol style="list-style-type: none"> Make the cheque payable to Ministry for Primary Industries. Attach the cheque to this application. 		
<input type="checkbox"/> CREDIT CARD: <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. 		

Section 13. Final Checklist

Have you:

- read and understood this form?
- filled this form in completely?
- provided any documents required?
- read and signed the Applicant Statement?
- indicated how the fee will be paid for this application and, if required, attached a cheque?

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 updating a registered wine standards management plan under the Wine Act 2003; 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 section 23 of the Wine Act 2003. The provision of this information is necessary in order to process an application for registration; 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 form to the applicant; and
- Under Principles 6 and 7 of the Privacy Act 1993, 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.