



**Buller District Council**  
 6-8 Brougham Street, Westport 7825  
 PO Box 21, Westport 7866  
 T: (03) 788 9111  
 F: (03) 788 8041  
 66 Broadway, Reefton 7830  
 PO Box 75, Reefton 7851  
 T: (03) 732 8821  
[info@bdc.govt.nz](mailto:info@bdc.govt.nz)

**Grey District Council**  
 105 Tainui Street, Greymouth 7805  
 PO Box 382, Greymouth 7840  
 T: (03)769 8600  
 F: (03) 769 8603  
[info@greydc.govt.nz](mailto:info@greydc.govt.nz)  
[www.greydc.govt.nz](http://www.greydc.govt.nz)

**Westland District Council**  
 36 Weld Street, Hokitika 7810  
 Private Bag 704, Hokitika 7842  
 T: (03) 756 9010 or  
 0800 474 834  
 F: (03) 756 9045  
[council@westlanddc.govt.nz](mailto:council@westlanddc.govt.nz)  
[www.westlanddc.govt.nz](http://www.westlanddc.govt.nz)

## ADMINISTRATION

Council Ref:

Maps Ref :

Date Lodged:

Receipt:

Invoice:

Cert Issued:

## Application for Registration under Food Act 2014 (with a local council) and a food business with only one site

### Template Food Control Plan [Food Service, Care Safe and Specialist Retail]

Council at which application is being made:

- To:  Buller District Council  
 Grey District Council  
 Westland District Council

VIP Registration No.: WEBB-	<input type="checkbox"/> N/A
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### Who is the operator of the food business?

1 Legal Name(s) of Operator (eg

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I have attached a copy of the company name registration from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))

2 NZ Business Number

If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see <https://www.business.govt.nz/companies>

3 Trading Name if any (ie "Trading As...")

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Same as legal name above

#### 4 Operator Address and Contact Details

Please contact Council if any of these details change so that we can update your record. *You must provide this information to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box where indicated.*

Postal Address: \_\_\_\_\_

This address is a private dwellinghouse and I wish it to be withheld from the public register.

Physical/Courier Address (if different from postal address): \_\_\_\_\_

This address is a private dwellinghouse and I wish it to be withheld from the public register.

Contact Person

<b>Contact Person Details</b>			
The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact Council if the details change.			
<b>Mobile</b>		<b>Other telephone no.</b>	
<b>Email</b>	By entering an email address you consent to being sent information and notifications electronically, if required.		
<b>Operator day-to-day manager name and position</b>	<b>Name:</b>		
	<b>Position :</b>		

#### Who will be doing your verification?

<b>Other – insert name of verification agency</b>	<input type="checkbox"/> I have attached a confirming letter from my verification agency.
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**Have you attached the scope of operations document for your business? Please note that MPI's "scope of operations" document is normally a 24 page document. The attached scope of operations has been reduced to avoid confusion and paper wastage.**

<input type="checkbox"/> Scope of Operations attached.
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## 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 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.

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

**Contact details for registration:**

Buller District Council, Westport Office: 03 788-9111

Send your application to:

Buller District Council Westport Office, PO Box 21, Westport 7866 Attn: Leanne Tikey

Or email to: [leanne.tikey@bdc.govt.nz](mailto:leanne.tikey@bdc.govt.nz)

**Final Check before sending your application**

Have you:

- filled this form in completely and legibly?
- attached completed the scope of operations document?
- attached copies of company registration certificates if you have a registered limited liability company?
- read and signed the Applicant Statement?
- included fee payment for this application?

**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 or section 83 of the Food Act 2014, which ever applies. The provision of this information is necessary in order to process an application for registration under either section 53 or section 83; 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 section 54 and 57 or section 84 and 87, of the Food Act 2014, which ever applies; 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 must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.