

# Change of Details or Significant Amendments to your Food Business

*Section 51 & 81 Food Act 2014*

This form is to notify us of any changes in details or significant amendments to your food business, for example a change of premises, trading name, or the scope of your operation.

If you are a new operator of a business and make changes to the types of food sold or staff changes, or the old operator takes their Food Control Plan with them, then a new food registration application is required. Use the Application to Register a Food Business form for that. It is available on our website.

If the changes mean that a new certificate needs to be issued, there is a charge of \$159.00. If the changes are minor such as a new phone number or email address there is no charge.

If you are changing the scope of your operation by making or selling different types of food, this may result in your operation being a different level of National Programme or requiring a Food Control Plan. You should check the 'My Food Rules?' tool available on the Ministry Primary Industries website [www.mpi.govt.nz](http://www.mpi.govt.nz)

Examples of Significant Amendments:	Examples of Changes in Details:
<ul style="list-style-type: none"> <li>Changing location or adding new premises to a multi-site registration</li> <li>Changes to scope of operation that are outside your current scope on certificate</li> <li>Major alterations to facilities or equipment</li> <li>Changing the business structure where this impacts on the overall operation</li> </ul>	<ul style="list-style-type: none"> <li>Change of owner if the rest of the business stays the same e.g. new franchise operator</li> <li>Minor changes to processes that are still covered in the plan e.g. cooking chicken</li> <li>Change of verification agency</li> <li>Change in your contact details e.g. email, phone, PO Box</li> <li>Minor changes to products, processes or plan</li> </ul>

## Business this relates to:

<b>Name of Food Business</b>		<b>Certificate number:</b> Eg FND00...	
<b>Address of Food Business</b>			

## Please provide your contact information:

Contact Person Details			
Provide the contact details of the person informing us of these changes:			
<b>Name</b>		<b>Position</b>	
<b>Phone</b>		<b>Alternative telephone</b>	
<b>Email</b>			

**Significant Amendments:**

<p><b>What is the amendment to your business:</b></p>	<p><input type="checkbox"/> Changing location or adding new premises to a registration</p> <p><input type="checkbox"/> Changes to scope of operation that are outside your current type of registration e.g. changing National Programme Levels or to a Food Control Plan</p> <p><input type="checkbox"/> Major alterations to facilities or equipment</p> <p><input type="checkbox"/> Changing the business structure where this impacts on the overall operation</p> <p><input type="checkbox"/> Other significant amendment</p>
<p><b>Provide the details of the amendment:</b></p>	

**Changes in Details:**

<p><b>What details are you changing:</b></p>	<p><input type="checkbox"/> Change of owner if the rest of the business stays the same e.g. new franchise operator using the same systems</p> <p><input type="checkbox"/> Minor changes to products or processes that are still covered in the plan e.g. cooking chicken, sous vide</p> <p><input type="checkbox"/> Change of verification agency</p> <p><input type="checkbox"/> Change in your contact details e.g. email, phone, postal address</p> <p><input type="checkbox"/> Minor changes to products, processes or plan</p>
<p><b>Provide the details of the changes:</b></p>	

## Changes to the scope or type of registration?

The type of registration you currently have and the scope of operation is listed on your certificate eg. Food Service: Ready to Eat Food, or National Programme Level 2: Bakeries bread products only.

If you want to change the scope of operation, please complete a new Scope of Operation form including all the new activities, and identify which category you will now fit under:

<b>Food Control Plan</b>	<input type="checkbox"/> Template Food Control Plan
<b>National Programme</b>	<input type="checkbox"/> National Programme Level 3 <input type="checkbox"/> National Programme Level 2 <input type="checkbox"/> National Programme Level 1

## 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>	

## Attachments

**Attach the following:**

- Attach a copy of the floor plan of the premises if you are making significant amendment to where you operate from. You can send an updated copy of page MGMT 2.2 from your FCP or draw a floor plan of your premises.
- Attach a copy of a letter from your verification agency if you are changing agencies.
- Attach a copy of the scope of operations form if you are changing your scope – you can download and complete this form from the MPI website at [www.mpi.govt.nz](http://www.mpi.govt.nz) and either print it or email it to us at [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)

## Payment details

### Payment Options:

#### **There is a fee for amendment of a Food Control Plan or National Programme:**

Significant Amendment or New certificate required for different owner: \$159.00

Change of contact details e.g. email, postal address where no new certificate required: Free of charge

#### **You can pay in these ways:**

Internet banking to ASB 12-3244-0022509-00 using reference of Food and your business name or current certificate number

By cash or card at any Council Office (credit card payments will incur a fee)

## What happens next?

### Once you have submitted your notification:

If you are making a significant amendment or need a new certificate it will be sent out to you in the post.

If you have notified us of a significant amendment, this **may** require a verification within 1 month. This will be included as a condition on your certificate.

### 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 Far North District Council, 5 Memorial Ave, Private Bag 752, Kaikohe 0440 and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised under section 51 & 81 of the Food Act 2014, which ever applies. 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; but
- 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 84 and 87 of the Food Act 2014; 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 Far North District Council 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 Far North District Council must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.