



# APPLICATION FOR TEMPLATE FOOD CONTROL PLAN

Under Food Act 2014

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

- A copy of the site plan for each address identifying physical boundaries.
- An internal layout plan of all food rooms detailing layout of all fixed appliances, plumbing, ventilation, lighting etc.
- The completed scope of operations description that fits your Template Food Control Plan. This is included in this document or please submit the completed Scope of Operation form from the MPI online tool to find where you fit <https://www.mpi.govt.nz/food-safety/food-act-2014/my-food-rules/>
- If your business is a registered limited liability company, a copy of the Company Registration Certificate.

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

- This form must be used when applying to Council for registration of a Food Control Plan under section 53 of the Food Act 2014.
- A food control plan (FCP) sets out what steps a business making or selling higher-risk foods needs to take to make safe food. You use it to identify risks, and to show how they're being managed. Ensure that you have the Template Food Control Plan - The Simply Safe and Suitable Template Food Control Plan and that you have tailored this to your business. It is a requirement under the Food Act on registration to use the plan in your operation. Details on downloading a plan can be found at <https://www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/template-food-control-plans/steps-to-a-simply-safe-and-suitable-template-food-control-plan/>
- 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. You can view the public register here: <https://www.mpi.govt.nz/food-safety/food-safety-registers-and-lists/>
- Please ensure that you are proactive and any building you may be using, complies with the Building Act and District Plan rules. If you are using your home for your operation you will need to email [services@qldc.govt.nz](mailto:services@qldc.govt.nz) to advise of the home use.
- Send the completed application form together with the other requirements above to:  
**Queenstown Lakes District Council, Private Bag 50072, Queenstown 9348**  
Or email to: **services@qldc.govt.nz**
- If there are any changes to the details provided in this application after the application has been sent to QLDC you must promptly inform us of the changes. There is a form on our website that must be completed to advise of these changes.
- If you require any further assistance to help with understanding what is required, please contact the Duty Environmental Health Officer (EHO) or the Environmental Support Team by phone on **03 441 0499**.

**DETAILS OF THE ENTITY/PERSON APPLYING FOR THE FOOD CONTROL PLAN REGISTRATION (RECORD INDIVIDUAL PREMISE(S) IN SECTION 5)**

Please enter the details of the entity/person responsible for this Food Control Plan registration. These details will be used for all correspondence. This contact must be the Legal Contact who is responsible for the business.

<b>BUSINESS:</b> <i>(tick as appropriate)</i>	<input type="checkbox"/> Single site application <input type="checkbox"/> Multiple site business *1 <input type="checkbox"/> Multiple business application with more than one company *2
--	--

<b>LEGAL NAME(S) OF ENTITY / PERSON REGISTERING:</b> <i>(e.g. registered company, partnership or individual)</i>	Legal name of entity / person: <hr/> Postal address: <hr/> Phone: <hr/> Email*: <hr/>
---	---

*\*By entering an email address you consent to being sent information and notifications electronically.*

<b>ENTITY/PERSON REGISTERING NZ BUSINESS NUMBER(S):</b>	If you have New Zealand Business Numbers (NZBN), provide them here. If you want more information about NZBN's, including how to get one, see <a href="http://www.business.govt.nz/companies/learn-about/nzbn">www.business.govt.nz/companies/learn-about/nzbn</a> Please provide your NZBN:
---	---

**\*1 Multiple site business**

A multiple site business is when the business has more than one address where food is prepared, stored or traded, and you would like to register all sites under one application.

**\*2 Multiple business application**

A multiple business application is where there is more than one address where food is prepared, stored or traded. Each site may be run by a different business, but one business must have overall control and responsibility for all sites' food safety.

<b>EXPECTED DATE OF OPENING:</b>	<hr/>
<b>BUSINESS DESCRIPTION:</b> Please provide a brief summary about your food business, including your scope and what you plan to sell.	<hr/>



## SECTION 2 SCOPE OF OPERATIONS

This section provides information about what type of business you have. Please tick the food sectors you operate in below (those that apply to all your sites) and then ensure you fill in the attached Scope of Operations document. Alternatively, you can download the Scope of Operations form from the New Zealand Safety/Template Food Control Plan webpage.

**FOOD SECTORS I OPERATE IN:**  
(tick as appropriate)

### Food Service Businesses

- Restaurant/café
- Takeaway
- On or off-site caterer
- Hospital/residential care facility
- Educational facilities
- Bar
- Mobile trading in Queenstown Lakes District
- Mobile trading across other districts (as you are trading outside QLDC you will need to complete a verification agreement)

Other (please state)

### Food Retail Businesses

- Supermarket
- Bakery
- Butchery
- Fishmonger
- Delicatessen
- Confectioner
- Dairy

Other (please state)



## SECTION 3 PREMISE INFORMATION

Please add your premise details - whether single or multi. Include all addresses where food is handled.

REGISTERED COMPANY NAME OR INDIVIDUAL DETAILS	SITE TRADING NAME, IF ANY (i.e. 'Trading As')	STREET/PHYSICAL ADDRESS (for mobile companies state address where based)	SITE DAY-TO-DAY MANAGER POSITION	(Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)
E.g. ABC Foods Limited	E.g. Alphabet Café & Bar	E.g. 123 Fake Road, Faketown 1234		
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>
			Name: <input type="text"/> Position: <input type="text"/>	<input type="checkbox"/>



## SECTION 4 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 operators listed in section 2; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
3. 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
4. Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.
5. I have read and I agree to the Food Business verification terms and conditions.

NAME:

JOB TITLE:

SIGNATURE:

DATE:

## SECTION 4 FINAL CHECK AND DOCUMENT PACKAGE TO SEND TO COUNCIL

Have you:

Filled this form in completely and legibly

Read and signed the Applicant Statement

Attached copies of site plans and internal plan

Included payment of registration fee

Attached a description of your scope of operations

Please send me an invoice for the registration fee

Attached company registration if applicable

## SECTION 5 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 QLDC; 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 form, 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 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 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.





# SCOPE OF OPERATIONS

TEMPLATE FOOD CONTROL PLAN BUSINESS



## What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

## Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

## What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.



## SECTION 6 TRADING OPERATIONS

### HOW DO YOU SOURCE AND SUPPLY YOUR PRODUCTS/SERVICES?

Tick all the trading operations that your business is involved in.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Caterer</b><br>Provides food, supplies and services for a social occasion or function or within an education or other facility | <input type="checkbox"/> <b>Mobile</b><br>Example: food truck   |
| <input type="checkbox"/> <b>Eat-in premises</b><br>Examples: restaurant, café, residential care, early childhood education (ECE) centres and kōhanga reo   | <input type="checkbox"/> <b>On-licence</b><br>Eat-in premises that sell alcohol for consumption at the same location    |
| <input type="checkbox"/> <b>Export</b>   | <input type="checkbox"/> <b>Retail</b><br>Examples: supermarket, dairy or other premises selling direct to the consumer |
| <input type="checkbox"/> <b>Home delivery</b><br>Examples: pizza delivery, meals-on-wheels and grocery delivery  | <input type="checkbox"/> <b>Storage provider</b><br>Examples: cold stores and warehouses                                |
| <input type="checkbox"/> <b>Import</b><br>Either as a registered food importer or through an agent who is a registered importer                            | <input type="checkbox"/> <b>Takeaway</b><br>Ready-to-eat meals sold for immediate consumption at another location       |
| <input type="checkbox"/> <b>Internet</b><br>Online selling of food products  | <input type="checkbox"/> <b>Transport provider</b><br>Ambient or temperature-controlled transport                       |
| <input type="checkbox"/> <b>Market</b><br>Example: stall at a farmers' or other market   | <input type="checkbox"/> <b>Wholesale</b><br>Premises selling to retailers  |

## SECTION 7 PROCESSES

### WHAT PROCESSES DO YOU USE IN YOUR FOOD BUSINESS?

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Acidification</b><br>Using acid (low pH) to preserve food products.<br>Examples: mayonnaise, pickles and shelf stable condiments                       | <input type="checkbox"/> <b>Holding at serving temperature</b><br>Holding at serving temperature in a pie warmer or bain-marie  |
| <input type="checkbox"/> <b>Fermentation</b><br>Using micro-organisms to make or preserve food products.<br>Examples: kimchee, sauerkraut, pickles                                 | <input type="checkbox"/> <b>Reheating</b><br>Reheating a food that has been previously cooked for immediate consumption. Example: reheating a frozen cooked ready-to-eat meal |
| <input type="checkbox"/> <b>Handling chilled RTE products</b><br>Handling chilled ready-to-eat (RTE) products with a shelf-life of more than 5 days.<br>Example: sliced cooked ham | <input type="checkbox"/> <b>Slow or low temperature cooking</b><br>Examples: sous vide, hangi, umu and smoking  |
|  | <input type="checkbox"/> <b>None of the above</b><br>None of the above processes are used   |



## SECTION 8

## FOOD SERVICE

### SERVE/SELL FOOD DIRECTLY TO CUSTOMERS TO BE EATEN STRAIGHT AWAY.

**DO YOU PRODUCE FOOD TO BE SERVED OR SOLD DIRECTLY TO CUSTOMERS?**

2

**Ready-to-eat meals and snacks**

Examples: restaurant meal, catered food, take-away, sandwiches, pie, filled roll, smoothies, milkshake and fresh juice. If you are doing any of the other foods listed here, also tick them.

10

**Chinese-style roast duck**

50

**Doner meat**

Meals or snacks made using doner meat.

Examples: kebab and wrap

40

**Minimally processed fruits and vegetables**

Example: washed apples

20

**Sushi**

Sushi rolls and sashimi

30

**NOTE: If all the food you make is served directly to customers you don't need to complete the rest of the form.**

## SECTION 9

## OPERATIONS

Tick all the activities your business does, and the products you work with.

### DO YOU?

**SELL PRODUCTS THAT YOU PREPARE AND/OR MAKE?**

1

**Baked products (without filling or icing)**

70

**Baked products, with filling or icing**

80

**Dairy products**

40

**Eggs**

10

**Infant formula**

Examples: infant formula, follow-on formula and infant formula products for special dietary use

110

**Minimally processed fruit and vegetables**

Examples: washed apple and trimmed beetroot

50

**Processed fruit and vegetables**

60

**Processed meat, poultry and seafood products**

30

**Raw meat, poultry and seafood**

20

**Ready-to-eat meals and snacks**

90

**Sauces, soups, dressings and toppings**

100

**Shelf-stable products**

Under ambient conditions. Examples: packet of biscuits, can of tomato soup, jar of mayonnaise

120





Tick all the activities your business does, and the products you work with.

**DO YOU?**

**SELL PRODUCTS MADE BY OTHERS?**

18

**Baked products (without filling or icing)**

70

**Baked products, with filling or icing**

80

**Dairy products**

Example: scooping ice cream

40

**Eggs**

10

**Infant formula**

Examples: infant formula, follow-on formula and infant formula products for special dietary use

110

**Minimally processed fruit and vegetables**

Examples: washed apple and trimmed beetroot

50

**Processed fruit and vegetables**

60

**Processed meat, poultry and seafood products**

30

**Raw meat, poultry and seafood**

20

**Ready-to-eat meals and snacks**

90

**Sauces, soups, dressings and toppings**

100

**Shelf-stable products**

Under ambient conditions. Examples: packet of biscuits, can of tomato soup, jar of mayonnaise

120

**SELL HOT BEVERAGES AND/OR SHELF-STABLE PRE-PACKED FOOD**

Food which does not require chilling or freezing

35

**Hot beverage**

Examples: coffee, tea and cocoa

10

**Processed fruit and vegetables**

In manufacturer's packaging

20

**SELL ICE CREAM AND ICED CONFECTIONERY?**

In manufacturer's packaging

36

**Ice cream**

10

**Iced confectionery**

Examples: ice blocks, frozen yoghurt

20

**PROVIDE FOOD TO PRE-SCHOOL CHILDREN?**

For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo)

22

**Infant formula**

20

**Ready-to-eat meals and snacks**

10

**BAKE BREAD AND BREAD PRODUCTS?**

You should select this section if you bake bread and bread products only

21\_010



# Environmental Health – food business verification terms and conditions

## Schedule 1: Food Business verification terms and conditions

Queenstown Lakes District Council (“Council”) is a registration authority under the Food Act 2014 (“the Act”) for food control plans (“the Plans”) and food businesses subject to a national programme (“the Programme”). Under the Act, any appropriately recognised agency or person can verify a business operating under the Programme. The Ministry for Primary Industries (“the Ministry”) has appointed Council a verifier under the Act to verify businesses subject to the Plans and the Programme. The following terms and conditions apply to food businesses which have agreed for Council to act as their verifier. Terms used in these terms and conditions that are defined in the Act, have the meaning given to them in the Act.

- 1. TERM AND TERMINATION**  
1.1 Subject to the other provisions of these terms, the parties obligations to each other start on the start date and end on the termination date set out in the verification agreement. Assess each contract against available verifiers and technical requirements, the contract will be declined if no verifier is available. 1.2 The customer may terminate the agreement with Council at any time by giving 1 months written notice. 1.3 If the customer’s registration is revoked, surrendered or substituted, or if the customer does not pay the Council’s charges or meet any other responsibilities, Council may immediately suspend or restrict the services at any time. Such activities will be reported to registration authority (if not Council and/or the Ministry). 1.4 If the customer’s registration is revoked, surrendered or substituted, or if the customer does not pay the Council’s charges or meet any other responsibilities, the Council may immediately stop providing any of its services to the customer. (a) This right is additional to any other right or remedy the Council may have against the customer at law which rights and remedies survive termination of this agreement. 1.5 Otherwise, where the Council has agreed to provide a service for a minimum period, it will continue providing it until the end of that period, and will notify the customer at least 14 days before it stops providing the service.
- 2. VERIFICATION**  
2.1 The customer agrees and acknowledges that:  
2.1.1 The Council will carry out the verification function under the Act and the Food Regulations 2015 (“the Regulations”), with respect to the customer’s food business.  
2.1.2 The Council will obtain all evidence which in its discretion it requires to determine whether or not a food business complies with the Programme and with the relevant provisions of the Act and Regulations.  
2.1.3 The nature and extent of the Council’s procedures and processes may vary according to the type of business, risk assessment, and previous compliance history and the Council will focus on what is most important for the food safety at each type of business.  
2.1.4 At the end of the verification, Council will provide the food business with an outcome report for the verification detailing whether the verification is acceptable or unacceptable.  
2.2 If any issues are discovered, Council will agree with the food business on a plan to address those issues, including setting timeframes, and the timing of the next verification visit.  
2.3 Council will provide the Ministry with a report on the outcome of the verification visit.
- 3. STANDARD OF SERVICE** The Council will use its best endeavours to:  
> Provide the services with care and skill  
> Ensure the verifier is knowledgeable and competent to verify the customer’s specific food business operations (this may include contracting a Technical Expert to assist in the verification of the customer’s food business)  
> Provide the verification services within a reasonable time or within any agreed time limit  
> Provide the Outcome Report under clause 2.1.4 with 10 working days of completing the verification.
- 4. CONFIDENTIALITY** The Council acknowledges that information held by the Council and the customer with respect to the verification of the customer’s food premises may be commercially sensitive to the customer. To the full extent permitted by law, and subject to the Council’s obligation to comply with the provisions of the Local Government Official Information and Meetings Act 1987, the Council agrees to keep all such information and communications confidential.
- 5. COMPLAINTS AND DISPUTES** If the customer has a complaint in relation to the Council’s verification services or the person conducting them or the customer disputes any recommendation put forward by the verifier, please contact The Regulatory Manager of Environmental Health. The Council documents all complaints in an attempt to improve its service under its Quality Management System. All complaints are held as strictly confidential. The customer may seek reconsideration of a verification decision by applying to the Council in writing within 15 working days after receipt of the verification report.



## Schedule 1: Food Business verification terms and conditions continued

6. CUSTOMERS RESPONSIBILITIES 6.1 The customer must advise the Council of any change of verifier. This agreement can then be terminated with 1 month notice in writing to Council. 6.2 It remains the responsibility of the customer at all times to provide safe and suitable food. The verifier does not accept liability for food safety or for any losses incurred by the customer. 6.3 The customer agrees to provide Council with the following: (a) reasonable access to the food business; and (b) reasonable access to information and documents relating to the food business; 6.4 The customer warrants that all information and documents provided are, or will be, complete, true and accurate and up-to-date at the time they are provided and that: (a) all food preparation tasks are being properly carried out by appropriate staff who have been suitably trained and instructed; and (b) any restrictions or conditions place on the registration are being complied with; and (c) they will notify Council of any further information, including any post verification events, which may have a bearing on the verification.
7. OUR CHARGES 7.1 Verification fees are prescribed within Queenstown Lakes District Council's fees and charges structure and are subject to annual review and public notification through the Annual Plan process. The Council will provide the customer with an invoice that must be paid by the 20th of the following month. Where follow up visits are required additional fees as included in the fee structure may be incurred. Failure to attend a scheduled verification without cancellation may also result in a charge. Queenstown Lakes District Council fee structure can be found [HERE](#) 7.2 The Council will send invoices and other notices via email. It is the customer's responsibility to advise Council of any change of email address.
8. CHANGING THESE TERMS Any changes to the terms of this agreement must be in writing.
9. DISCLAIMER 9.1 A verification under the Act does not constitute a permit, authorisation, or other permission under any other act, regulation or bylaw. The verification report provided is based on the inspection of the accessible aspects of the food business and represents the Council officer's opinion of the observable condition of the building, facilities, equipment and documents on the day and time of the inspection. 9.2 The verification report is prepared for the food business and the Ministry only. The food business agrees to not disclose the verification report to any third party. The food business agrees to indemnify, defend and hold the Council harmless from any third party claims arising out of the food business distribution of the inspection report to any third party. 9.3 The Council's liability for mistakes or omissions in the verification report is limited to a refund of the fee paid for the verification.

