APPLICATION FOR REGISTRATION UNDER THE FOOD ACT 2014 – SINGLE SITE

This application form is to be used for food businesses with one site only

Before you start, check you have everything you need:

- **Template Food Control Plan** – Please provide a copy of your complete Template Food Control Plan. https://www.mpi.govt.nz/dmsdocument/16684-Simply-safe-and-suitable-food-control-plan-template-colour
- **National Programme only - Confirmation of Engagement Letter from a Third-Party Verification Agency** - If you are applying for a National Programme (NP) registration, you will need to engage with a third-party verifier and provide us with a confirmation letter of engagement.
  A list of recognised verification agencies can be found here
  https://mpi.my.site.com/PublicRegisterRecognitions/s/
- **NZBN Company Certificate** - If your business is a registered limited liability company, please provide a copy of the company registration certificate. www.companies.govt.nz
- **NZ Resident** - You need to make sure you can confirm that the operator of the food business is a resident in New Zealand within the meaning of section YD1 or YD2 (excluding section YD2(2)) of the Income Tax Act 2007
- **Payment Confirmation** - Details of payment of your application fees.

IMPORTANT NOTES:

- This application relates to a registration under the Food Act 2014. This does not remove the need for you to obtain any consents, licenses or permits required by any other legislation that is applicable to your business (whether that legislation is under the administration of Council or not). It is your responsibility to make sure you have complied with all legislative requirements. Failure to do so may result in enforcement action by other agencies despite a registration having been issued under the Food Act.
- If there are any changes to the details provided in this application after it has been sent, tell us in writing immediately.

WHAT TYPE OF REGISTRATION ARE YOU APPLYING FOR?

☐ **FCP - MPI Template Food Control Plan:** Food Service and Specialist Retail

☐ **National Programme Level 1** ☐ **National Programme Level 2** ☐ **National Programme Level 3**

Note: You will know which type of registration after you have completed the scope of operations document below.

If you had a registered food control plan before March 1st 2016, what was your registration number?

Registration ID number: _____

OFFICE USE ONLY

Amount Paid:	
Receipt Number:	
Receipt Date:	

OPERATOR

This section is for the owner or the person in control of the food business. If you are applying for a NP registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan and the Appendix is for the other businesses and addresses.

Legal Name(s) of operator (eg. registered company, partnership or individual):

_____

☐ I have attached a copy of the company registration certificate from the New Zealand Companies office (www.companies.govt.nz)

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 www.business.govt.nz/companies

Trading Name (eg. 'Trading As'): _____

Proposed start date: _____

OPERATOR ADDRESS AND CONTACT DETAILS

Physical address of business

Address: _____

Town/City: _____ Postcode: _____

Country: _____

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

Postal address (if different to physical address)

Address: _____

Town/City: _____ Postcode: _____

Country: _____

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

CONTACT PERSON DETAILS

The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. You will need to contact Council if these details change.

Name: _____ Position: _____

Email: _____

Mobile: _____ Business Phone: _____

Note: By entering an email address, you consent to being sent information and notifications electronically, if required.

DAY TO DAY MANAGER

Name: _____ Position: _____

WHO WILL BE DOING YOUR VERIFICATION?

☐ Hamilton City Council (Food control Plan registrations only)

☐ Other - insert name of verification agency _____

Have you attached the scope of operations document for your business?

☐ Scope of operations attached

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

I also confirm that:

3. I am authorised to make this application on behalf of the operators listed in section 3; and
4. Every operator of the food business covered by the Food Control Plan is resident in New Zealand within the meaning of section YD1 or YD2 (excluding section YD2(2)) of the Income Tax Act 2007; and
5. Every operator of the food business covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.

Name: _____ Date: _____

Job Title: _____

Signature: _____

PAYMENT DETAILS

Payment details: On payment this becomes a tax invoice: **#GST NO. 11-174-531**

G/L Code: 7249

Fees:

Application Type:	**Application Fee:**	Inc. GST
New FCP	**$676.00**	$88.18
New NP	**$177.00**	$23.09
Significant Amendment FCP	**$225.00**	$29.35
New FCP – Failed to renew	**$449.00**	$58.57
New NP – Failed to renew	**$168.00**	$21.92

FOOD BUSINESS LEVY

Upon issue of a new food registration application, an invoice for the food business levy will be sent to the applicant.

The food business levy for a single site registration is **$111.84 including GST.**

Food Business Levy – payable under the Food (Fees, Charges and Levies) Regulations 2015. Payment must be made to Hamilton City Council.

PAYMENT OPTIONS

Payment must be made using one of the following methods. Please tick and fill in the appropriate section.

☐ **Cash/Credit card payment:**

1. Pay at the reception counter at Hamilton City Council, Municipal Building, Garden Pl, Hamilton
2. Present this application form with your payment

Please note for credit card payments, an additional merchant fee of 1.2% will be added to the transaction amount

☐ **Direct credit/Internet banking:**

1. Pay as per below:
   Account Name: Hamilton City Council **Account Number:** 02 0316 0030142 06
   Reference: Food Act - (your trading name) **Code:** GL7249

Date of payment: _____ Payee name: _____

Total paid: _____

Final check before lodging your application

- ☐ Filled this form in completely and legibly?
- ☐ Completed scope of operations?
- ☐ Attached a letter from your verifier if that isn't council?
- ☐ 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 58 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 applied; 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

PRIVACY STATEMENT

Please refer to the privacy statement available at https://hamilton.govt.nz/privacy-policy

SCOPE OF OPERATIONS FOR FOOD BUSINESS NEEDING A TEMPLATE FOOD CONTROL PLAN OR NATIONAL PROGRAMME

Complete the following sections where details have changed, then complete the Applicant Statement on page 3. Finally pay the stated fee and lodge the notification with Council.

WHY DO I NEED TO DO THIS?

If you're starting up or operating a food business, you need to tell The Council and Ministry for Primary Industries (MPI) exactly what your business does. This can be done by filling out a Scope of Operations from which you attach to your application. Once you've registered with The Council, you can check your business details on MPI's website mpiportal.force.com/public register

Tell us what types of food you'll be making and selling. Attach a copy of your menu if you have one.

HOW DO I KNOW WHICH SECTIONS I NEED TO FILL OUT?

To start with, all businesses must complete Section 1. This describes the different types of trading processes and will help you find other sections you'll need to fill out:

Section 1	Pages 8-10	All businesses to complete
Section 2	Pages 11-12	Retail, e.g. dairy, butcher, fishmonger
Section 3	Page 13	Food service, e.g. restaurant, café, catering
Section 4	Pages 14-19	Manufactures and wholesalers
Section 5	Page 20	Growers
Section 6	Page 20	Transporters and distributers
Section 7	Page 20	Food to pre-school children (note that if your business is totally government funded then there is no sale of food, and you are not required to register)

WHICH TYPE OF REGISTRATION SHOULD I APPLY UNDER?

If you operate a café, restaurant, takeaway, lunch bar, catering company, retail butcher, retail fish shop, retail bakery or supermarket with an onsite butchery, baker or delicatessen.

- Your type of registration will be a Template Food Control Plan www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates

National Programme 3: If you are a business that only handles food but don't prepare or manufacture food for example, a dairy or service station

National Programme 2: If you just bake bread

National Programme 1: If you operate a coffee cart, seller or hot beverages and shelf-stable manufacturer food only.

TEMPLATE FOOD CONTROL PLAN EXAMPLES:

- I am a takeaway/restaurant/café/lunch bar and I sell food direct to the public
  - Fill in sections 1 and 3
- I am a fish and chip takeaway and I also sell wet fish
  - Fill in sections 1 and 2
- I am a supermarket with an onsite takeaway, butchery and bakery that sells direct to the public
  - Fill in sections 1, 2 and 3
- I am a butcher that sells direct to the public
  - Fill in sections 1 and 2.

NATIONAL PROGRAMME EXAMPLES:

- I am a dairy that sells only pre-packaged shelf-stable food, pre-packaged chilled and frozen food, repacked lollies and roll ice cream
  - Fill in sections 1 and 2
- I am an early childhood centre and make ready-to-eat meals for pre-school children
  - Fill in sections 1 and 7
- I am a bar that buys all my food from a registered food business and only reheats food
  - Fill in sections 1 and 2
- I am a registered importer with MPI and I repack imported food in my warehouse and distribute to outlets around New Zealand
  - Fill in sections 1, 4 and 6
- I am a bakery that bakes only bread and only sell it from my premises
  - Fill in sections 1 and 4
- I am a chocolatier and I sell at local markets and through the internet
  - Fill in sections 1 and 4
- I grind coffee beans and sell at local markets and from my premises
  - Fill in sections 1 and 4.

IMPORTANT: Businesses covered by a Template Food Control plan that also wholesale need to email MPI info@mpi.govt.nz to see if the wholesale side of the operation requires a Custom Food Control Plan. For more information click on this link: www.mpi.govt.nz/food-safety/food-act-2014/food-control-plans/steps-to-a-custom-food-control-plan/.

OTHER BUSINESSES THAT MAY NEED TO REGISTER A CUSTOM FOOD CONTROL PLAN WITH MPI INCLUDE:

- wholesale bakery - bake and wholesale products
- manufacturer of food for vulnerable populations
  - children under 5 years
  - people over 65 years
  - pregnant women
  - people with compromised immune systems
- manufacturer and wholesaler of fresh ready-to-eat salads
- manufacturer and wholesaler of meals and prepared foods
- manufacturer of meat, poultry or fish products (not for direct sale to the public)
- manufacturer of processed egg products
- manufacturer of commercially sterilised food products
- manufacturer of non-shelf-stable sauces, spreads, dips, soups, broths, gravies or dressings
- manufacturer of vegetable or other proteins
- manufacturer of dairy products.

SECTION 1: TRADING OPERATIONS AND PROCESSES

All businesses must fill this in

1.1 HOW DO YOU DISTRIBUTE YOUR PRODUCTS OR SERVICES? Tick as many as apply to your business

☐	**Takeaway (TAK)**	Ready-to-eat meals sold for eating immediately at another location
☐	**Eat-in premises (EAT)**	Restaurants, cafés
☐	**Markets (MAR)**	Farmers' or other market stall
☐	**Mobile (MOB)**	Food truck, coffee cart
☐	**Home delivery (HOM)**	Pizza delivery, meals-on-wheels, grocery delivery
☐	**Internet (INT)**	Selling of food products online
☐	**Exporter (EXP)**	Exports under the Food Act, Wine Act or Animal Products Act
☐	**On-licence (OLC)**	Customers eat and drink alcohol on the premises
☐	**Caterer (CAT)** an education or other facility	Provides food, supplies and service for a social occasion or function or within
☐	**Retailer (RET)**	Supermarket, dairy or other premises selling direct to customers
☐	**Wholesaler* (WHO)**	Selling to retailers rather than directly selling to the public
☐	**Transport provider (TRP)**	Ambient or temperature-controlled transport
☐	**Storage provider (STP)**	Cold stores, warehouses
☐	**Importer (IMP)** importer	Either as a registered food importer or through an agent who is a registered

* If your food business is subject to a Template Food Control Plan and you also wholesale you will need to contact MPI before submitting your application. Your wholesale activity may require you to register a Custom Food Control Plan with MPI. Email info@mpi.govt.nz to find out more.

1.2 HOW DO YOU MAKE YOUR FOOD? Tick as many as apply to your business

- ☐ **Reheating (REH)** - Reheating food cooked for immediate eating, e.g. reheating a frozen, cooked ready-to-eat meal
- ☐ **Holding at serving temperature (HOL** - Holding at serving temperature in a pie warmer, bain-marie or food warmer
- ☐ **Handling chilled ready-to-eat (RTE) products (HCL)** - Restaurants, cafés
- ☐ **Slow or low temperature cooking (SLL)** - Sous vide, smoking or using a slow cooker
- ☐ **Processing chilled ready-to-eat products (PCL)** - Chilled ready-to-eat products with a shelf-life of more than five days, e.g. cooked ham, cooked small goods (requiring time/temperature combinations to control pathogens such as Listeria)
- ☐ **Novel or unique process (NOV)** - Ohmic, cold plasma, ultrasonication, hydrodynamic, electromagnetic processes (pulsed electric field, radio frequency, UV, etc), microwave pasteurisation, experimental cuisine and/or molecular gastronomy
- ☐ **High pressure processing* (HPP)** - Using high pressure to extend the shelf-life of food, e.g. salad dressings, guacamole, smoothies and meat
- ☐ **Fermentation (FER)** - Products, e.g. kimchee, yoghurt, beer and uncooked, ground, fermented meats such as salami and pepperoni
- ☐ **Drying (DRY)** - Remove moisture from food to make products, e.g. dried meat e.g. meat, milk powder and vegetable powder
- ☐ **Irradiation* (IRR)** - Irradiating food to preserve products or destroy pathogens, e.g. herbs or spices powder
- ☐ **Concentration (CON)** - Increasing the thickness of food products by removing water, e.g. malt extract or condensed milk
- ☐ **Canning/retorting* (CAN)** - Applying high temperature and pressure to make canned food products with an extended shelf-life, e.g. canned baked beans, canned fruit
- ☐ **Acidification (ACD)** - Using acid (low pH) to preserve food, e.g. mayonnaise, pickles, shelf-stable condiments
- ☐ **Pasteurisation (with heat)* (PAS)** - Batch or continuous processing of products, e.g. milk, beer, juice or meat (pâté)
- ☐ **Aseptic processing/packaging* (ASE)** - Using sterile preservation & packaging techniques, e.g. making long life UHT milk
- ☐ **Not applicable** - None of the 15 processes described (RET)

* Only select these processes if you use them to prepare commercially sterilised food.

1.3 WHICH DESCRIPTION BEST SUITS YOUR FOOD BUSINESS?

Tick all the boxes that apply to you and then fill in the relevant section

☐ **Food retail sector** - Retail shop selling food or drink directly to the public, e.g. fishmonger, butcher, dairy, supermarket

- Complete Section 2 only

☐ **Food service sector** - Selling food directly to the public to be eaten straight away, e.g. café, restaurant, caterer, takeaway shop

- Complete Section 3 only

☐ **Manufacture, bake or process** food for wholesale** - Not for direct sale to the public

- Complete Section 4 only

☐ **Grow food** - Growing, harvesting, and/or minimally processing horticultural produce, e.g. drying nuts in their shells, wholesale of horticultural produce grown by others

- Complete Section 5 only

☐ **Transport, distribute or warehouse food** - These are the only/main activities of your food business

- Complete Section 6 only

☐ **Food to pre-school children** - Providing food as part of a paid service in centre-based service settings, e.g. early childhood education centres, kōhanga reo

- Complete Section 7 only

☐ **Extract and pack honey** - 32_010

- Complete Section 1 only

☐ **Exempt - 38_010**

- Complete Section 1 only

**** Meaning of processing**

Under Section 11 of the Food Act 2014 processing and handling includes:

a. Preparing food
b. Manufacturing food
c. Packing food
d. Labelling food
e. Transporting food
f. Storing food
g. Displaying food
h. Serving food

SECTION 2: RETAIL – HOW DO YOU MAKE AND SELL YOUR PRODUCTS

All businesses must fill this in

TELL US WHAT FOODS YOU SELL Tick all the boxes with the products you make or retail

2.1 DO YOU SELL ONLY HOT BEVERAGES AND SHELF-STABLE, PRE-PACKAGED FOOD, ie. FOOD THAT DOESN'T NEED CHILLING OR FREEZING?

- ☐ **Hot beverages (35_010)** - e.g. coffee, tea, cocoa
- ☐ **Packaged food (shelf-stable products) (35_020)** - e.g. in manufacturers' packaging

2.2 DO YOU SELL ICE CREAM AND ICED CONFECTIONERY?

- ☐ **Ice cream (36_010)** - e.g. in manufacturers' packaging
- ☐ **Iced confectionery (36_020)** - e.g. ice blocks, frozen yoghurt, in manufacturers' packaging

2.3 DO YOU SELL MANUFACTURER PACKAGED CHILLED OR FROZEN FOOD? (EXCLUDING ICE CREAM, ICED CONFECTIONERY AND ICED DESSERTS)

- ☐ **Eggs (30_010)**
- ☐ **Raw meat, poultry and seafood (30_020)**
- ☐ **Processed meat, poultry and seafood products (30_030)** - Chilled or frozen, smoked, cooked, marinated, dried and processed products, e.g. smoked chicken, cold smoked fish, salami, sausages
- ☐ **Dairy products (30_040)** - e.g. cheeses, yoghurts, milkshakes
- ☐ **Processed fruits and vegetables (30_050**) - Processed and/or cooked fruit and vegetable products, e.g. pesto, juices, frozen vegetables, fruit salad, pasta salads, coleslaw
- ☐ **Baked products without filling or icing (30_060)** - e.g. parbaked breads and rolls
- ☐ **Baked products with filling or icing (30_070)** - e.g. iced cakes, custard squares, cream buns, sandwiches, filled rolls
- ☐ **Ready-to-eat meals and snacks (30_080)**
- ☐ **Sauces, soups, dressings and toppings (30_090)** - e.g. Not shelf-stable, dressings, stock, dips

2.4 WHAT PRODUCTS DO YOU SELL WHICH YOU MAY OPEN AND HANDLE BUT IS MADE BY OTHERS?

- ☐ **Eggs (18_010)**
- ☐ **Raw meat, poultry and seafood (18_020)**
- ☐ **Processed meat, poultry and seafood products (18_030)**
- ☐ **Dairy products (18_040)** - e.g. scooping ice cream **Minimally**

- [ ] **processed fruits and vegetables (18_050)**
- [ ] **Processed fruit and vegetables (18_060)**
- [ ] **Baked products without fillings or icing (18_070)**
- [ ] **Baked products with fillings or icing (18_080)**
- [ ] **Ready-to-eat meals and snacks (18_090)**
- [ ] **Sauces, soups, dressings and toppings (18_100)**
- [ ] **Infant formula (18_110)**
- [ ] **Shelf-stable products (18_120)**

WHAT PRODUCTS DO YOU MAKE OR PREPARE TO SELL?

- [ ] **Eggs (01_010)**
- [ ] **Raw meat, poultry and seafood (01_020)**
- [ ] **Processed meat, poultry and seafood products (01_030)** - Hot, chilled or frozen, smoked, cooked, marinated, dried and processed products, e.g. jerky, smoked chicken, salami, sausages, fish fingers, cooked or raw processed ground meat
- [ ] **Dairy products (01_040)** - e.g. cheese, yoghurt, ice cream, curd, smoothies, milkshakes
- [ ] **Minimally processed fruits and vegetables (01_050)** - e.g. cheese, yoghurt, ice cream, curd, smoothies, milkshakes
- [ ] **Processed fruits and vegetables (01_060**) - Processed and/or cooked fruit and vegetable products, e.g. pesto, juices, frozen vegetables, fruit salad, pasta salads, coleslaw
- [ ] **Baked products without filling or icing (01_070)** - e.g. bread, rolls, muffins, slices, cakes, biscuits
- [ ] **Baked products with filling or icing (01_080)** - e.g. iced cakes, custard squares, cream buns, sandwiches, filled rolls
- [ ] **Ready-to-eat meals and snacks (01_090)** - e.g. ready-to-eat meals, pizza, meat pies, filled rolls, sandwiches, filled wraps
- [ ] **Non shelf-stable sauces, soups, dressings and toppings (01_100)** - e.g. dressings, dips, stock, bouillon, gravies
- [ ] **Infant formula (01_110)**
- [ ] **Shelf-stable products (01_120)**

SECTION 3: FOOD SERVICE – SELLING FOOD DIRECTLY TO CUSTOMERS TO BE EATEN STRAIGHT AWAY

All businesses must fill this in

1.1 WHAT TYPES OF FOOD DOES YOUR BUSINESS MAKE?

Important: You must contact MPI if your business makes meals, snacks or beverages to be eaten straight away by vulnerable populations as you will need to register a Custom Food Control Plan. Vulnerable populations include:

- Children under 5 years
- Adults over 65 years
- Pregnant women
- People with compromised immune systems.

Go to 7.1 if you are serving food only to pre-school children in an early childhood education setting.

☐ **Ready-to-eat meals and snacks (02_010)** - e.g. restaurant meals, catered food, takeaways, sandwiches, pies, filled rolls and fruit juices

☐ **Minimally processed fruits and vegetables (02_020)** - e.g. washed apples

☐ **Sushi (02_030)** - Sushi rolls, sashimi

☐ **Doner meat (02_040)** - Meals or snacks using doner meat, e.g. kebabs, wraps

☐ **Chinese style roast duck (02_050)**

WELL DONE

If all the food you make is for serving directly to the public, then you've finished filling in this form.

SECTION 4: MANUFACTURE, BAKE OR PROCESS FOOD FOR WHOLESALE

Step 1: Fill in this section if your business makes or processes food products not usually for direct sale to the public

Step 2: Tick all the boxes with food products that your business makes or processes

4.1 I MAKE SUGAR-RELATED PRODUCTS?

Note: If your business only extracts and packs honey just fill in section 1.3

- ☐ **Sugar (34_010)**
- ☐ **Sugar products (34_020)** - e.g. syrups (glucose), molasses, golden syrup, treacle

4.2 I BAKE ONLY BREAD AND BREAD PRODUCTS

- ☐ **Breads (21_010)** - e.g. bread, bread rolls, bagels, pita bread, raisin bread

4.3 I MANUFACTURE CONFECTIONERY

- ☐ **Chocolate and cocoa products (23_010)** - e.g. Chocolate, carob and compound chocolate products (e.g. individual chocolates, blocks and bars), filled or enrobed products (e.g. scorched almonds)
- ☐ **Sugar confectionery (23_020)** - e.g. caramels, toffees, hardboiled sweets, gums and jellied sweets, liquorice, fudge, marshmallows, nougat, icing, frosting, chewing gum, sherbet

4.4 I MANUFACTURE CRISPS, POPCORN, PRETZELS OR SIMILAR SNACK PRODUCTS

- ☐ **Crisps and chips (25_010)** - e.g. potato and reconstituted potato chips, cassava and vegetable chips, rice crisps, corn chips, extruded chips and snacks, pretzels, bagel/pita chips and crisps
- ☐ **Snack products (25_020)** - e.g. Dried fruit and nut mixes and puffed wheat, baked, fried and or curried pulses, popped corn and rice, e.g. bhuja mixes, rice snacks (nuts/seeds may be a minor component), curried peas, roasted chickpeas, popped popcorn, puffed rice

4.5 I MANUFACTURE SHELF-STABLE GRAIN-BASED PRODUCTS

- ☐ **Baked products without fillings or icing (28_010)** - e.g. sweet biscuits, enrobed biscuits, crackers, crisp breads, corn cakes, rice cakes, wafers, shelf-stable wraps, shelf-stable fruit cakes, panforte, panettone, ginger kisses, cereal/muesli bars containing fruit, nuts, seeds, etc, as minor components
- ☐ **Baked products with fillings or icing (28_020)** - e.g. Shelf-stable baked products filled or iced after baking, e.g. iced cakes
- ☐ **Breakfast cereals (28_030)** - e.g. muesli, cornflakes, extruded brans
- ☐ **Pasta (28_040)**

4.6 I MANUFACTURE WATER-BASED PRODUCTS, INCLUDING ICE, ICED CONFECTIONERY AND ICE DESSERTS

- ☐ **Ice (29_010)** - e.g. Ice for direct consumption or to be used in packing or processing operations (party ice, bulk ice, salt-flaked ice) or water-based products (frozen or to be frozen). Excludes juice-based products
- ☐ **Water-based desserts (29_020)** - e.g. Water-based chilled desserts or confections, jelly

4.7 I MANUFACTURE DRIED OR DEHYDRATED FRUIT OR VEGETABLES

Note: If your business only extracts and packs honey just fill in section 1.3

☐ **Processed fruit and vegetables (26_010)** - Dried, dehydrated or candied fruits and vegetables, dried split lentils or pulses, eg fruit chips, crystallised fruit, fruit leather, desiccated coconut, split peas

☐ **Dried fruit and nut mixes (26_020)** - e.g. mixed fruit and nut combinations, scroggin

4.8 I MANUFACTURE FROZEN FRUIT OR VEGETABLES

☐ **Processed fruit and vegetables (31_010)** - Frozen fruit and vegetables, e.g. beans, mixed vegetables, stir-fry vegetable, berry pulp, chips, hash browns

4.9 I MANUFACTURE SHELF-STABLE CONDIMENTS (INCLUDING SAUCES, SPREADS AND PRESERVES)

☐ **Processed fruit and vegetables (27_010)** - e.g. fruit purée, jam, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole, mustard

☐ **Fermented fruit and vegetable products (27_020)** - e.g. sauerkraut, kimchee, pickles

☐ **Processed meat, poultry and seafood products (27_030)** - e.g. fish paste in a jar

☐ **Sauces, soups, dressings and toppings (27_040)** - e.g. mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce, stock, bouillon, gravy, fruit topping for ice-cream, honey-based spread

☐ **Fermented sauces (27_050)** - e.g. soy sauce, black bean sauce

☐ **Nut and seed products (27_060)** - e.g. Nut and bean based butters, spreads and pastes, e.g. peanut butter, sweet bean paste

4.10 I PROCESS NUTS, SEEDS AND/OR COFFEE

☐ **Nuts and seeds (24_010)** - e.g. Raw, roasted, ground, flavoured or salted mixed nuts or seeds, (excludes raw nuts or seeds of one type only)

☐ **Coffee bean products (24_020)** - e.g. Raw, roasted or ground

☐ **Nut and seed products (24_030)** - e.g. nut or seed flour, nuts and seed snack bars (where nuts and seeds are the main ingredients)

☐ **Dried fruit and nut mixes (24_040)**

4.11 I MANUFACTURE, BLEND OR PACK DRY MIX POWDER PRODUCTS, INCLUDING POWDERED DESSERTS, DRINKS, FLAVOURING SOUPS OR SAUCES

Note: If your business makes:

- Dried fruit or vegetable powders **Go to 4.7**
- Dried meat powders **Go to 4.22**
- Dried egg products **Go to 4.23**
- Dairy powders **Go to 4.27**

☐ **Dried mixes containing animal products (20_010)** - e.g. Dried soups and stocks, meal bases, sauces and gravies containing meat, poultry or seafood, e.g. meat-based stock or bouillon powder, cheese powder

☐ **Dried mixes not containing animal products (20_020)** - e.g. Dried soups, meal bases, sauces and gravies, baking mixes, beverage mixes, batter mixes, coating and stuffing mixes, dessert mixes, e.g. bread, cake and pancake mixes, breadcrumbs, custard powder, flavoured drink powder, sports drink powder, milkshake mixes, instant tea and coffee

mixes, tea bags, chocolate and malt drink powder, coffee substitute powder, non-dairy coffee whitener

4.12 I MANUFACTURE FOOD ADDITIVES, PROCESSED AIDS, VITAMINS, MINERALS OR OTHER NUTRIENTS ADDED TO FOOD

Note: If your business only extracts and packs honey just fill in section 1.3

- ☐ **Food additives (16_010)** - e.g. acidity regulators, anti-caking agents, antioxidants, bulking agents, colourings, colour fixatives, emulsifiers, firming agents, flavours and flavour enhancers, foaming agents, gelling agents, glazing agents, humectants, intense sweeteners, preservatives, propellants, raising agents, sequestrants, stabilisers and thickeners
- ☐ **Vitamins and minerals (16_020)** - e.g. folic acid, iodine and vitamin C
- ☐ **Processing aids (16_030)** - e.g. isinglass (clarifying agent), hydrogen peroxide (bleaching agent)
- ☐ **Yeast and yeast products (16_040)** - e.g. baker's and brewer's yeast

4.13 I MANUFACTURE NON-ALCOHOLIC BEVERAGES

Important: If your business makes freshly squeezed juices served directly to customer

- ☐ **Go to 3.1 Bottled water (14_010)** - e.g. still, carbonated, flavoured
- ☐ **Soft drinks (14_020)** - e.g. cola drinks, soft drinks, mixers, cordials, post-mix syrups, ready-to-drinks based on coffee, tea or herbs, kombucha, water kefir, traditionally brewed ginger beer
- ☐ **Formulated drinks (14_030)** - e.g. energy, sports and electrolyte drinks
- ☐ **Fruit and vegetable juice (14_040)** - Shelf-stable or non-shelf stable, e.g. fruit and vegetable juices, juice concentrates, berry juice, smoothies

4.14 I MANUFACTURE VEGETABLE AND/OR ANIMAL-BASED OILS OR FATS FOR HUMAN CONSUMPTION.
IF YOU MAKE DAIRY-BASED FATS OR OILS YOU WILL NEED TO REGISTER A CUSTOM FOOD CONTROL PLAN WITH MPI

- ☐ **Edible oils (15_010)** - Vegetable/seed/fruit/nut oils, e.g. canola, sunflower, rice, bran, olive, avocado, coconut, hazelnut oils, also oils infused with flavouring (and may contain a flavouring product such as garlic)
- ☐ **Margarine and table spreads (15_020)** - Fat and oil-based products
- ☐ **Animal fats (15_030)** - e.g. tallow, lard and duck fat

4.15 I MANUFACTURE VINEGAR, ALCOHOLIC BEVERAGES OR MALT EXTRACT

- ☐ **Beer (13_010)** - e.g. stout, light beer, lager, ale, pilsner, draught
- ☐ **Processed cereal and meal products (13_020)** - e.g. malt extract, wort packs
- ☐ **Wine and wine products (13_030)** - Grape wine, fruit and vegetable wine fruit and vegetable products, e.g. cider, innovative fruit wines with grape wine/cider, grape wine with strawberry flavouring. Excludes wine for export
- ☐ **Alcoholic beverages – other (13_040)** - Products other than beer, wine, fruit and vegetable wine or spirits, e.g. ready-to- drink (RTDs)
- ☐ **Vinegar (13_050)** - e.g. wine vinegar
- ☐ **Spirits and liqueurs (13_060)** - e.g. gin, brandy, Baileys

4.16 I PROCESS HERBS AND SPICES OR BUY IN BULK AND BLEND AND REPACK THEM

☐ **Herbs and spices (19_010)** - More than minimal processing, e.g. grinding, blending, repacking, drying or extracting

☐ **Salt (19_020)** - Natural and flavoured salt

4.17 I MANUFACTURE FOOD ADDITIVES, PROCESSED AIDS, VITAMINS, MINERALS OR OTHER NUTRIENTS ADDED TO FOOD

☐ **Whole grains and kibbles (17_010)** - e.g. pearl barley, groats, kibbled wheat, rice, rye, maize

☐ **Processed cereal and meal products (17_020)** - Flours, meals, starches, malted grains, rolled/flaked grains, heat treated and torrefied grains, e.g. white and wholemeal flours, grits, semolina, polenta, cornflour, rolled oats, flaked rice, bulgur, freekeh, puffed wheat

Important: If your business is making and selling products described in 4.18 to 4.27 please contact MPI as you may need to register a Custom Food Plan with MPI.

4.18 I BAKE AND WHOLESALE PRODUCTS

☐ **Breads (10_010)** - e.g. bread, bread rolls

☐ **Baked products without filling or icing (10_020)** - e.g. muffins, slices, cakes, biscuits

☐ **Baked products with filling or icings (10_030)** - Baked products that are filled or iced after baking, e.g. iced cakes, custard squares, cream buns, sandwiches, filled rolls

☐ **Ready-to-eat meals and snacks (10_040)**

4.19 I MANUFACTURE FOOD FOR VULNERABLE POPULATIONS

Complete this section if your business manufactures or makes food products specifically for the following people:

- children under 5 years
- people over 65 years
- pregnant women
- people with compromised immune systems.

Note: If your business prepares meals, snacks or beverages for immediate consumption to consumers including vulnerable populations **go to 3.1**

☐ **Infant formula (05_010)** - e.g. infant formula, follow-on formula and infant formula products for special dietary use

☐ **Food for infants (05_020)** - e.g. purée, rusks, baby cereal, ready-to-eat baby food, fruit drink, vegetable drink

☐ **Formula meals and supplementary foods (05_030)** - For people needing additional nutrition. Supplements are intended to be used under medical supervision, e.g. powdered food contained in individual sachets

☐ **Ready-to-eat meals and snacks (05_040)** - These prepared meals cover a large range of frozen, chilled or shelf-stable food products e.g. meals or snacks intended for hospital patients, children under 5, people over 65 or pregnant women

4.20 I MANUFACTURE FRESH READY TO EAT SALAD

☐ **Fruit and vegetable salads (06_010)** - With or without dressing, e.g. fruit salad, green salad (bagged or binned), coleslaw, salad kit, mixed vegetable salad

☐ **Salads containing grains or animal products (06_020)** - Salads containing pasta, bean, rice and grains, e.g. quinoa salad, couscous salad. Salads containing meat, poultry, seafood, cheese or eggs, e.g. caesar salad

4.21 I MANUFACTURE MEALS AND PREPARED FOODS

☐ **Ready-to-eat meals and snacks (07_010)** - Frozen, chilled, or shelf-stable ready meals, snacks or meal component,

e.g. frozen heat-and-eat meals, chilled meat or snacks, TV dinners, frozen pizza

☐ **Desserts (07_020)** - Frozen, chilled, or shelf-stable desserts, e.g. shelf-stable steamed pudding, frozen juice-based sorbet or desserts

☐ **Pasta (07_030)** - e.g. fresh pasta, fresh noodles

☐ **Desserts (07_040)** - Frozen or chilled fruit and vegetables (or their products) that have undergone more than sorting, washing and minimal heating

4.22 I MANUFACTURE MEAT, POULTRY OR FISH PRODUCTS

☐ **Raw meat, poultry and seafood (10_010)** - Chilled, frozen or shelf-stable poultry, mammals, reptiles, insects, fish, shellfish, live shellfish. Secondary meat processing only (e.g. cutting, mincing)

☐ **Processed meat, poultry and seafood products (08_020)** - Chilled, frozen or shelf-stable smoked, cooked, marinated, dried and processed products, e.g. jerky, smoked chicken, cold smoked fish, salami, sausages, fish fingers, processed ground meat. May be cooked or raw

☐ **Other animal products (08_030)** - e.g. gelatine powder, edible casings

4.23 I MANUFACTURE PROCESSED EGG PRODUCTS

Select this section if the egg component is the main ingredient of your food product• children under 5 years

☐ **Dried egg products (11_010)** - e.g. dried whole egg, dried egg white (albumen), dried egg yolk

☐ **Liquid egg products (11_020)** - e.g. pasteurised whole egg pulp, pasteurised egg white, pasteurised egg

☐ **Frozen egg products (11_030)** - e.g. frozen egg whites, yolks, pulp, quiche mixes, etc

☐ **Processed eggs (11_040)** - Further processed or formulated egg products, e.g. boiled, smoked, pickled, salted or preserved eggs, omelette mix, scrambled egg mix, quiche mix

4.24 I MANUFACTURE COMMERCIALLY STERILISED FOOD PRODUCTS

☐ **Processed fruit and vegetables (03_010)** - e.g. low acid canned fruit or vegetables, juice in bottles, pasta sauce in jars, UHT soy milk, UHT almond milk

☐ **Sauces, soups, dressings and toppings (03_020)** - Shelf-stable, e.g. curry sauce, soup or stock in a pouch

☐ **Processed meat, poultry and seafood products (03_030)** - e.g. canned fish, canned beef, canned chicken

☐ **Fruit and vegetable products (03_040)** - e.g. canned corn

☐ **Dairy products (03_050)** - e.g. UHT milk, cream, custard in tetra pak

4.25 I MANUFACTURE NON-SHELF STABLE SAUCES, SPREADS, DIPS, SOUPS, BROTHS, GRAVIES OR DRESSINGS (THESE PRODUCTS NEED TO BE KEPT CHILLED OR FROZEN)

☐ **Processed fruit and vegetables (09_010)** - Chilled or frozen, eg fruit puree, jams, relishes, pickles, chutneys,

preserves, marinades, sauces, salsa, hummus, pesto, tapenades, tahini, guacamole, mustards, wasabi

☐ **Fermented fruit and vegetable products (09_020)** - Chilled or frozen, e.g. sauerkraut, kimchee, pickles

☐ **Processed meat, poultry and seafood products (09_030)** - Chilled or frozen, e.g. pâté, fish paste

☐ **Sauces, soups, dressings and toppings (09_040)** - Chilled or frozen, e.g. mayonnaise, aioli, tartare sauces, hollandaise sauces, béarnaise sauces, dips, stock, broths, bouillon, gravies

4.26 I MANUFACTURE VEGETABLE PROTEINS OR OTHER PROTEINS

☐ **Non-fermented vegetable protein products** - Frozen, chilled, or shelf-stable ready meals, snacks or meal component, e.g. frozen heat-and-eat meals, chilled meat or snacks, TV dinners, frozen pizza

☐ **Fermented fruit and vegetable products (07_020)** - Fermented soy bean products, e.g. tempeh, natto, soy yoghurt, fermented soy bean curd, tofu cheese, pickled tofu, soy cheese and miso

☐ **Yeast and yeast products (07_030)** - Yeast extract, e.g. brewer's yeast extracts, yeast extract spreads

4.27 I MANUFACTURE DAIRY PRODUCTS

Complete this section if your business prepares or manufactures products whose main ingredients are derived from dairy material

☐ **Liquid milk (04_010)** - Milk in consumer packs

☐ **Raw milk dairy products (04_020)** - Any dairy product made using raw milk

☐ **Fermented or renneted dairy products (04_030)** - e.g. gelatine powder, edible casings

☐ **Condensed and evaporated milk (04_040)** - e.g. sweetened condensed milk

☐ **Cream products (04_050)** - e.g. clotted cream, cultured cream, sour cream

☐ **Dried dairy products (04_060)** - e.g. milk powder, protein powder, whey powder. Excludes infant formula

☐ **Cheese (04_070)** - Soft and hard cheese, fresh and ripened cheese

☐ **Dairy desserts (04_080)** - e.g. cheesecakes, mousses, custards

☐ **Butter products (04_090)** - e.g. butter, garlic butter

☐ **Ice Cream (04_100)**

☐ **Blended and/or encapsulated dairy products (04_110)** - e.g. colostrum tablets, sports protein powder

☐ **Sauces, soups, dressings and toppings (04_120)**

SECTION 5: GROW AND PACK

If you grow/handle/process:

- Frozen fruit or vegetables **Go to 4.8**
- Non-alcoholic beverages **Go to 4.13**
- Herbs and spices **Go to 4.16**

5.1 WHAT TYPES OF FOOD DO YOU GROW AND PACK?

☐ **Minimally processed fruits and vegetables (33_010)** - Handling by the grower, packer or wholesaler is limited to rinsing, trimming, shelling, waxing, packing. Excludes peeling and cutting. Excludes sprouts and microgreens

☐ **Fresh herbs and spices (cut or planted) (33_020)** - Handling by the grower, packer or wholesaler is limited to rinsing, trimming, planting, packing

☐ **Nuts and seeds (33_030)** - Handling by the grower, packer or wholesaler is limited to drying, shelling, packing

☐ **Mushrooms and other fungi (33_040)** - Handling by the grower, packer or wholesaler is limited to rinsing, packing

☐ **Sprouts and microgreens (33_050)** - Growing, harvesting or processing

SECTION 6: TRANSPORTATION AND DISTRIBUTION

6.1 WHAT TYPES OF FOOD DO YOU TRANSPORT AND DISTRIBUTE?

☐ **Frozen food (37_010)** - In manufacturers' packaging

☐ **Chilled food (37_020)** - In manufacturers' packaging

☐ **Shelf-stable products (37_030)** - In manufacturers' packaging

☐ **Bulk food (37_040)** - In a container for transport, e.g. grain, honey or juice in a drum, tank or tanker

☐ **Hot foods (37_050)** - In manufacturers' packaging

SECTION 7: PROVIDING TO PRE-SCHOOL CHLDREN

7.1 WHAT TYPES OF FOOD DO YOU PROVIDE TO PRE-SCHOOL CHILDREN?

☐ **Ready-to-eat meals and snacks (22_010)** - Food is manufactured, prepared or reheated by the food business, e.g. meals, snacks, sandwiches or similar products that may need cooking and temperature control

☐ **Infant formula (22_020)** - Infant formula prepared for children attending a pre-school, e.g. infant formula, follow-on formula and infant formula products for special dietary use

CONTACT US

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New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

The Food Business Levy

February 2025

Background

Through the careful and hard work of food producers over many years, New Zealand has a strong reputation for safe and suitable food. This strong reputation is underlined by a robust regulatory system, which is based on international best-practice and scientific evidence.

No matter how big or small the business, customers rightly expect that the food sold to them is safe and suitable. Our food safety system is critical to ensuring food businesses can deliver to those expectations everyday.

Food safety and suitability challenges have always existed, and the New Zealand food safety system adapts and assists businesses in managing these. Food businesses are also working in more innovative ways, trying new business models and production methods, and consumer preferences are diversifying. This has created new risks that need to be identified and managed by New Zealand's food safety system.

About the Food Business Levy

In 2024, the Government agreed to enhance core food safety services under the Food Act 2014 through the Food Business Levy.

Collectively, these food safety services will help food businesses and Local Councils improve the provision of safe food to New Zealanders. The levy will ensure regulatory support for innovation while strengthening the food safety system.

What will businesses get from the Food Business Levy?

- Better education and support to meet food safety and suitability requirements.
- Increased monitoring and taking prompt intervention to ensure the food safety system is working well.
- More support for providing a fair, consistent, and risk-appropriate level of verification, registry, and enforcement services to food businesses that do not follow the rules.
- Regular national campaigns to tackle systemic food safety or suitability issues.
- More effective, efficient, and up-to-date rules and standards with input from businesses.

Details about levy collection

The full Food Business Levy will be phased in over three years:

From 1 July 2025 to 30 June 2026	**$57.50** (plus GST)
From 1 July 2026 to 30 June 2027	**$86.25** (plus GST)
From 1 July 2027	**$115.00** (plus GST) per year

The Food Business Levy is an annual charge for registered food businesses operating under a food control plan or national programme, which will be billed by their relevant registration authority (your Local Council or the Ministry for Primary Industries). If you are a new business, the levy will be billed at registration. Otherwise, businesses will be charged annually.

In addition, Councils can recover administration costs of $11 (plus GST) per invoice raised or at time of renewal/registration.

Role between Local Council and the Ministry for Primary Industries

MPI and all local councils are registration authorities under the Food Act 2024, and register food businesses operating under risk-based measures, these being:

1. National programmes
2. Food control plans (FCPs) – custom or template

For information about who does what between local councils and MPI, check the Information for authorities that register food businesses webpage on MPI's website.

NZFSS&E_9OPG 02/25

For more information

Find out more online

Food Act 2014 fees, charges, and levies

or email

foodactlevies@mpi.govt.nz