

Application for renewal of Registration



Food Act 2014

Under the Food Act 2014, food business operators are required to ensure that their food control plan or national programme registration with the Central Otago District Council remains current.

Please check the records we hold for your operation and note any changes on the form below. Sign, date and return the form to Council together with the fee (\$100.00) prior to your registration expiring.

Food Business Operation	
Legal name of operator:	
Postal address:	
Trading name:	
Physical address of premises:	
Contact Person Details	
Day to day manager name and position:	
Contact telephone no:	
Mobile no:	
Email:	
Registration	
Registration type:	
Site registration number:	
Expiry date:	

Verification agency	
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Verifier:	
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Date of verification:	
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Scope of operations	
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Food sectors:	
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Product types:	
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Processes:	
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Trading operations:	
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I confirm that my scope of operations has not changed.

Signature of applicant: _____ Date: _____

Change of scope of operations	
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If your scope of operations has changed, attach either of the following:

I have attached a completed Scope of Operations form detailing how my business scope of operations has changed. (Clearly marked additions and/ or deletions)
Online form available at <http://mpi.govt.nz/foodsafety/food-act-2014/> - forms & templates

I have attached a written description of how my business scope of operations has changed.
This includes all of the following:

- The Food Act sectors I operate in – eg. retail, food service, manufacturing
- My products – the type of food I make or sell
- My processes – how I make my food
- Trading operations – how and where I sell my products

Office use only	Reference no:
Certificate issued:	Debtor No:
Comments:	Invoice no: