

Guidelines for registering a food business

Why do I need to register my food

business? It is compulsory for food businesses to register either with a Council (Local territorial authority) or MPI, unless an

One

Four

exemption applies.

What happens next?

New business on Template Food Control Plan and National Programme 3, 2 or 1: Verification within one month of

registration.

Existing food business on **Template Food Control Plan or** National Programme 2 or 1: Verification within one year of registration.

Existing food business on National Programme 3:

Verification within six months of registration

How will | know | have been registered?

If successful:

· you will receive a registration certificate and your business details will be published on the national register.

If not successful:

 further information will be requested or Information as to why your application is not successful.

What do I need to submit with my application form

- completed application form
- provide copy of company registration
- completed scope of operation form
- site plan
- letter from verifier (if applicable)
- payment

How do I find out who I need to register with and what risk measures apply to my business?

Work through the "where do | fit" tool on the Ministry for Primary Industries website to work out what type of registration is needed and what riskbased measure applies to your business.

mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/

Work through the scope of operations form to determine the scope of your business.

What do I need to do in order to show that I can comply with the Act?

Template Food Control Plan:

- read, fill in the template and tailor it to your business
- · follow the plan.

National Programme 3, 2, or 1:

- have good food safety practice in place
- follow the food safety practices
- Identify a verifier
- Obtain letter From verifier Confirming that they will verify once business has been registered.

If uncertain seek guidance from

- Call and make an appointment to speak to a Rotorua Lakes Council Licencing Officer, or
- MPI website: mpi.govt.nz/food-safety/ food-act-2014/overview/