



RUAPEHU DISTRICT COUNCIL

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For Council Use

Application for Registration of Food Premises

Annual Registration Period 1 July to 30 June

Pursuant to the Health Act 1956, Food Hygiene Regulations 1974, Health (Registration of Premise) Regulations 1966 and Ruapehu District Council Public Health and Safety Bylaw 2006 (Chapter 13)

Type of Application

New Business Renewal Change of Occupier/Operator

Applicant and Premises Details

Name of Applicant _____
Company Name (if applicable) _____
Premises Trading Name _____
Street Address of Premises _____
Postal Address _____
Address of Registered Office (if a Company) _____
Phone Business _____ Home _____ Mobile _____
Email _____ Fax _____
Preferred means for formal correspondence Mail Email Fax
Floor Area (m²) _____ Maximum Seating (eating house only) _____

Type of Registration

Bakery
 Butcher
 Caterer
 Coffee Lounge/Cafe
 Dairy
 Delicatessen
 Eating House/Restaurant
 Fruit and Vegetable Shop
 Fish Shop
 Grocery
 Ice Cream Shop
 Supermarket

 Takeaway (includes lunch bar)
 Food Manufacturer, preparation, packing/storage
 Other (please specify) _____

Purpose(s) of Registration

For retail sale of cakes, sandwiches or bakers small goods, or
 Retail sale of meat or fish, or
 Eating house (refreshment room), or
 For retail sale of milk, or
 As a delicatessen, or
 As an eating house, or
 As caterer
 As a grocery, dairy, or
 For retail sale of ice cream or frozen confections, or
 As a supermarket, or
 As a takeaway/lunch bar, or
 For manufacture, preparation, processing/packing of _____, or
 Other (please specify) _____

Changes in Registration Details (including Transfer of Ownership)

New Owners: a \$75 GST inclusive transfer fee is payable *in addition* to the renewal fee.

Full Name of Previous Operator

New Premises Name

Previous Trading Name

Date of Takeover From

Food Hygiene Certificate(s)

Ruapehu District Council Public Health and Safety Bylaw 2006.

Ruapehu District Council Food Safety Bylaws requires that all food premises where food is being manufactured, prepared, handled, sold or ancillary processes are being undertaken, to employ food handling staff that have completed an approved Basic Food Hygiene Training Course which is equivalent to NZQA Standards and at least one person employed as a manager or supervisor with specific responsibility for staff training and supervision, who has passed an approved Basic Food Hygiene Course.

Premises under NZFSA Food Control Plans, and those with a registered Risk Management Plan, are exempt from the provisions of this Bylaw. Unless this requirement is satisfied, the Certificate of Registration will not be issued, and you will not be able to open for business.

This table must be completed or your licence may not be issued.

Name	Designation (manager, licensee, supervisor)	Name of food hygiene qualification	Name of training provider/institution	Date qualification passed

If Council does not have a copy of the listed qualification(s), please ensure that copies are attached to this application.

Signature

I confirm that the information provided on the application form is true and correct

Applicant

Date

Office Use Only

Date Received Date of Inspection Date Issued

Assessment No Lodgement/Licence Approved By

No

High Risk Medium Risk Low Risk

Fee Payable \$ Receipt No Date

(GST incl)

Notes

- 1 To make an application for a certificate of registration for a food premises, please complete the application and attach the appropriate **fee**, as set out in the Fee Schedule approved by Council, (see Council's Website for correct amount) together with a copy(s) of the **Basic Food Hygiene Certificate**.
- 2 Please note that all certificates of registration for food premises expire on **30 June of each year**.
- 3 **Renewal** applications are to be made at least a month prior to licence expiry date. Council is under no obligation to issue reminders.
- 4 **Applicant/Operator** is to ensure that premises complies with the requirements of the 1st Schedule of Food Hygiene Regulations 1974 (Refer to Your Guide to Opening a Food Premise).
- 5 It is the responsibility of the applicant to ensure they have obtained the necessary Planning and Building Consents and/or approvals. If you have any queries please contact Council's Senior Environmental Health Officer, Planner, and/or Building Consent Officer for assistance.
- 6 A scaled floor plan of premises may be required.