

Multi-site Business Details Form

Food Act 2014

Please read before applying

Complete this form for each additional site being added to a current template food control plan or national programme registration, as a multi-site.

- For each new additional site complete the physical boundaries and layout of your business in [Physical boundaries and layout](#).
- If Auckland Council is not your verification agency - a copy of the confirmation letter from your chosen verification agency must be provided with this form.

Note: A processing fee applies and a verification fee per site may apply.

If you already hold a multisite registration with Auckland Council and you are adding new sites to a multi-site registration, please provide:

AKC No.:

1. Registration and contact details

Full legal name of owner or company: _____

Full name of contact person: _____

Position held: _____

Phone number(s): _____

Email address: _____

2. Site details:

Trading name of business: _____

Physical address: _____

Opening date: _____

Trading hours: _____

3. Day to day manager details

Full name of day-to-day manager: _____

Position held: _____

Phone no.: _____

Email: _____

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4. Mobile vehicles (if applicable):

Vehicle Registration No.: _____

Make and model: _____

Physical boundaries and layout

1. Physical boundaries:

Describe the location of any activities within the physical boundaries that are not activities of your food business. You do not need to show activities that happen outside the physical boundaries unless the activities on neighbouring properties pose a risk to the safety and suitability of food. Use the box below to describe what these activities are.

Description of activities carried out on neighbouring properties:

2. Kitchen / site layout

You can submit an Auckland Council approved plan or use the space below to draw a basic diagram.

E.g. detail the floor, wall and ceiling surfaces, and any essential features such as sinks, wash hand basins, ovens, extract hoods, fridges/freezers, walk in chillers, prep benches, dishwasher/pot wash, dry storage, toilets and staff changing areas.

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Acknowledgment and Privacy Policy

Acknowledgment

confirm that:

- I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
- The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
- The operator of every food business covered by this application is a 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
- The operator of the food business is able to comply with the requirements of the Food Act 2014.

I confirm the information I have provided is accurate, and I agree to Auckland Council's [terms and conditions](#) and [privacy policy](#)

If Auckland Council is your verification agency read the food business verification terms and conditions prescribed in [Schedule 1](#). I have read and agree to the food verification T&C's in schedule 1.

Name:

Position held:

Signature of applicant:

Date:

Privacy Policy

The personal information (name, date of birth and contact details) you provide in your application form is collected by Auckland Council to process your registration for a Food business under the Food Act 2014. We also collect your personal information for research and statistical purposes to improve our services to you. The personal information in this application form will be stored and protected by Auckland Council in accordance with the Privacy Act 2020. Please see our [privacy policy](#) for further details. Under the Privacy Act 2020 you have the right to see the personal information we hold about you and to request for this information to be corrected if you believe it is wrong. If you'd like to request to view your personal information, please contact us at privacy@aucklandcouncil.govt.nz or phone 09 301 0101.

In accordance to section 367 of Food Act 2014 Auckland Council is required to report registration and verification details to the Ministry for Primary Industries. Information regarding registration will be held on a public register accessed at <https://mpi.my.salesforce-sites.com/publicregister/>

Auckland Council is required to disclose personal information in this application form to other government agencies that perform regulatory functions stated in section 368(3) of the Food Act. These agencies include but not limited to Ministry of Primary Industries, Ministry of Health, Auckland Regional Public Health, New Zealand Police and Customs New Zealand.

Making a request for Official Information

Any member of the public (or business) may request access to official information held by Auckland Council under the Local Government Official Information and Meetings Act 1987. If you would like to request to view official information please, contact us at Officialinformation@aucklandcouncil.govt.nz

Schedule 1: Food Business verification terms and conditions

Auckland 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**").

The Ministry for Primary Industries ("**the Ministry**") has appointed Council a verifier under the Act to verify or businesses subject to the Plans and the Programme.

Under the Act, any appropriately recognised agency or person can verify a business operating under the Programme.

The following terms and conditions apply to food businesses which have agreed with Council to act as their verifier.

Verification

1. Council will conduct its verification function under the Act and the Food Regulations 2015 ("**the Regulations**").
2. Council will obtain all evidence which in its discretion allows it to consider whether or not a food business complies with the Plans or Programme and with the relevant provisions of the Act and Regulations.
3. The nature and extent of Council's procedures and processes may vary according to the type of business, risk assessment, and previous compliance history. Council will focus on what is most important for the food safety at each type of business.
4. At the end of the verification, Council will provide the food business with an overall outcome of the verification (Acceptable or Unacceptable) and verification topic outcomes for topics that require action. Possible topic outcomes are Performing (Fully meeting applicable requirements of the Act); Conforming (Adequately meeting applicable requirements of the Act. Observations made of potential for a current activity to deteriorate into non-conformance if allowed to persist); Non-conforming (Applicable requirements of the Act are not fully met but the deficiency(s) are not likely to affect the safety or suitability of food); and Non-complying (Applicable requirements of the Act are not met and findings can be referenced to an offence provision in part 4 of the Act).
5. If any issues are discovered, Council will agree with the food business on a plan to address those issues, including setting reasonable timeframes, and the timing of the next verification visit.
6. Council will provide the Ministry with a report of the outcome of the verification visit.
7. Information collected through this verification process is subject to the Local Government Official Information and Meetings Act 1987 (**LGOIMA**). Any member of the public may request access to information about this verification process, including this application, which Council might be obliged to disclose in accordance with LGOIMA or where otherwise required by law.

Obligations of the food business

1. The food business agrees to provide Council with the following:
 - a. reasonable access to the food business;
 - b. reasonable access to information and documents relating to the food business;
 - c. reasonable access to documents that are required to be kept under the risk-based measure;
 - d. reasonable access to food and to food-related accessories that are used in connection with the risk-based measure or that ought to be used in connection with the risk-based measure; and
 - e. payment for the applicable fees associated with verification services including, but not limited to, all corrective action followed up by the due date.
2. The food business warrants that all information and documents provided are complete, true and accurate and up-to-date and that
 - a. all food preparation tasks are being properly carried out by appropriate staff who have been suitably trained and instructed;
 - 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.

Fees and Charges

The minimum verification fees and charges are published on Auckland Council website:

www.aucklandcouncil.govt.nz/fees_and_charges and are subject to periodic review in accordance with the Act. Some National Programme sectors i.e., manufacturing and processing sectors receive an estimated quote which are based on the information provided by the business. Businesses are invoiced for all costs associated with the verification including, but not limited to, corrective action follow up.

Term and Termination

The food business may terminate the agreement with Council at any time by giving 1 month written notice.

Council may terminate the agreement and stop providing any verification services immediately if the food business is in breach of these terms and conditions or if their registration is suspended, surrendered, or cancelled.

Disclaimer

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.

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. Council's liability for mistakes or omissions in the verification report is limited to a refund of the fee paid for the verification.