Significant Change in Circumstances or Significant Amendment

Food Act 2014, S. 45, 51 & 81

South Waikato District Council

South Waikato District Council
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This form is to notify us of any changes in circumstances or significant amendments to your food business, for example a change of premises, trading name, or the scope of your operation.

- If the changes are a significant amendment or change, there will be a fee payable ($315 for TFCP, or $360 for NP registrations).
- If the changes are minor (such as a change to scope or processes within the plan) and a change to the Registration Certificate is required, there will be a fee payable of $105.
- If the changes are minor (such as a new phone number or email address) where there is no change to the Registration Certificate, there will be no fee payable.

If you are a new operator of a business and you don't plan to make any significant changes to the business, then this could be considered a Change in Circumstances to the existing registration. The existing expiry date will be inherited, and you will need to file renewal again on expiry; and be verified within six months of the change. **Alternatively**, a new registration application will be required.

Examples of Significant Changes:	Examples of Significant Amendments:
• Change of owner if the rest of the business stays the same e.g. new franchise operator • Minor changes to processes that are still covered in the plan e.g. cooking chicken • Minor changes to products, processes or plan • Change of verification agency • Change in your contact details e.g. email, phone, PO Box	• Changing location or adding new premises to a multi-site registration • Changes to scope of operation that are outside your current scope on certificate • Major alterations to facilities or equipment • Changing the business structure where this impacts on the overall operation • Changing the nominated home base of mobile premises (TFCP registration)

Who is the operator of the food business?

Legal Name(s) of Operator:	
Trading Name:	
Certificate Number: *i.e. SWK*	
Address of business:	

Contact Person Details:

(Provide contact details of the person informing us of these changes)

Name:		Position:	
Phone:		Email:	

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Significant Change in Circumstances (S. 51 & 81):
Please tick which changes apply to your business and provide details in the box below:

Change of owner if the rest of the business stays the same e.g. new franchise operator using the same systems	
Minor changes to products or processes that are still covered in the plan e.g. cooking chicken, sous vide	
Minor changes to products, processes or plan	
Change of verification agency	
Change in contact details e.g. email, phone, postal address	
Details of the change:	

Significant Amendment of a template-Food Control Plan (S. 45):
Please tick which amendment applies to your business and provide details in the box below:

Changing location or adding a new premises to a multi-site location	
Changing scope outside the current type of registration (changing NP levels)	
Major alterations to facilities or equipment	
Changing business structure where this impacts the overall operation	
Changing the nominated home base of a mobile premises	
Other significant amendment	
Details of the amendment:	

Attachments:

- Attach a copy of the scope of operations form if you are changing your scope – you can download and complete this form from the MPI website at www.mpi.govt.nz
- Attach a copy of the floor plan of the premises if you are making significant amendment to where you operate from. You can send an updated copy of the relevant page from your FCP or draw a floor plan of your premises.
- Attach a copy of a letter from your verification agency if you are changing agencies.

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Applicant Statement

I 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 is 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 and any relevant legislation applicable to the business.

Name:		**Position:**	
Signature:		**Date:**	

Once you have submitted your notification:

- Depending on the amendment or change, you may be contacted if further information or review is deemed to be required.
- Amendments and/or changes will be confirmed via email and any change to the Registration Certificate will be sent out via hard copy in the post.
- An earlier verification may be necessary depending on the amendment or change made which will be specified within the above email confirmation.

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