

Application for Registration of Food Premises



Waitakere City Council
Te Taiao o Waitakere

The Health (Registration of Premises) Regulations 1966
Food Hygiene Regulations 1974

Send to: The Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE 0650

Deliver to: Waitakere Central
6 Henderson Valley Road
Henderson
Telephone (09) 839 0400
Facsimile (09) 836 8001

I, (the occupier) hereby make application for the registration of food premises at:

Address of premises to be registered: _____

Name premises is known by: _____
(Company/Trade name)

Full name of occupier: _____
Surname First name(s)

Postal address: _____

Applicant's phone number: _____

The purpose(s) for which the premises are to be registered (for more information see note 1):

Date: _____ Signature of applicant: _____

Fee including GST \$ _____ Receipt number: _____ Date: _____

Office use only:

Registration category: _____

Conditions of licence: _____

Approved/Declined EHO: _____ Date: _____

Waitakere City Council Food Safety Bylaw 2005

Waitakere City Council Food Safety Bylaw 2005 requires that no person shall be issued with a Certificate of Registration (i.e. a food licence) for any food premises unless that person has passed an approved basic food hygiene course and will be on the food premises at all times when food is being manufactured, prepared, handled, sold or ancillary processes incidental thereto are being undertaken; or there will be on the food premises at all times when food is being manufactured, prepared, handled, sold or ancillary processes are being undertaken, a manager or supervisor with sufficient authority and with specific responsibility for staff training and supervision, who has passed an approved basic food hygiene course. The approved basic food hygiene course must have been completed within the last 3 years.

Unless this requirement is satisfied the Certificate of Registration will not be issued and you will therefore not be able to open for business when you take over the business.

Accordingly, please satisfactorily complete the following table so that your compliance to this requirement may be readily assessed:

This table must be completed or your licence may not be issued (see above note)

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

If Council does not have a copy of these qualifications, please ensure copies of the qualifications are returned with this application form.

Notes:

1. Registration for a new business means that you wish to establish a new food premise or reopen a food premise that has been closed. In either case, a separate one-off application fee is required. (The annual registration fee will be liable once the premise has been assessed as acceptable for registration)
2. The purpose(s) for which the premises are to be registered means clearly describe the type of operation you conduct (i.e. chinese takeaway, grocery store, confectionery manufacturer, hamburger restaurant, service station, convenience store, etc).
3. It is the responsibility of the applicant to ensure that they have obtained the necessary Resource Consents and / or Building Consents, if such consents are required. If in doubt, please contact the Council's Resource Management and / or Building Control Units, for assistance

Procedure for New Food Premises Opening for the First Time

1. Application is to be made for Registration. Upon application and payment of the application fee, the Environmental Health Officer may be requested to visit the proposed premises and to provide written advice/confirmation as to the requirements.
2. A Floor Plan, other details as the Environmental Health Officer may require, must be submitted.
3. Applicant to obtain any other necessary consents/approvals (e.g. Liquor Licence, Resource Management / Planning, Building / Plumbing etc).
4. The occupier (i.e. the holder of the Certificate of Registration or food licence) or a manager or supervisor working on the premises must ensure that they hold an approved qualification in basic food hygiene that is less than 3 years old. The food licence will not be issued and therefore the premises will not be permitted to operate, unless this requirement is met.
5. When the premise is ready to open and commence operations the premises will be inspected and graded and immediately issued with an interim grading certificate which must be displayed.

At this stage it is important to note, that in addition to other grading criteria, in order to obtain an A-grade, at least 75% of all food handling staff must hold an approved qualification in food hygiene that is less than 3 years (this is additional to the occupier and/or manager supervisor required by 4 above) and a satisfactory cleaning schedule for the premise must be in place.

6. The registration fees are liable for immediate payment once approval for the issue of the Certificate of Registration has been granted. Registration fees are based on the size of the premises or the maximum customer occupancy of the premises and may be paid at the time of application.
7. After 2 months in operation you will be reassessed for grading and issued a grading certificate based on this assessment.

Further inspections and gradings will be conducted at random throughout the year.

TEAM MANAGER – ENVIRONMENTAL COMPLIANCE

Basic Food Hygiene Course Information – Courses accepted by Council

Courses in Basic Food Hygiene involve 6-8 hours study and are provided by the following organisations:

Manukau Institute of Technology	Phone: 274 6009
Open Polytechnic of NZ (Lower Hutt)	Phone: 0508 650 200
Food Safety (NZ) Ltd	Phone: 826 1920
Auckland City Council (Also offers a Chinese Language Course)	Phone: 379 2020
Auckland Innovative Trainers	Phone: 0800 929 8646
The Burwater Pacific Group	Phone: 366 4690
Auckland School of Technology (ATS)	Phone: 375 0050

OFFICE USE ONLY:

PATHWAY #: _____ **FILE #** _____

RECEIPT DETAILS _____

DATE: _____