

Application for the Transfer of Registration of Food Premises

The Health (Registration of Premises) Regulations 1966

Food Hygiene Regulations 1974



Send to: 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

Applicant Details

Full name of applicant: _____
(Name of person applying for the transfer)

Postal Address: _____

Contact details: Phone _____ Mobile: _____
Email: _____ Fax: _____

Details of premises being transferred

Address of the Premises: _____

Current Trading Name: _____

Name of Current Occupier: _____

Proposed Trading name on Transfer: _____

Purpose(s) for which the premises are to be registered upon the transfer (see Note 1)

Date: _____ Signature of Applicant: _____

OFFICE USE ONLY		
Fee including GST \$ _____	Receipt number: _____	Date _____
Ref # _____	File # _____	
Approve/Decline _____	EHO signature _____	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 transferred/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 (ie. 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.

IMPORTANT NOTE

On the day the premise is to be transferred, the premises will be inspected and if approved for transfer, the premise will be graded and immediately issued with an interim grading certificate which must be displayed.

It is therefore important to ensure that the premise is in a highly satisfactory clean and hygienic condition on this transfer date. Please 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 above) and a satisfactory cleaning schedule for the premise must be in place.

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:

Auckland University of Technology (AUT)	Phone: 921 9999
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

Notes:

1. The purpose(s) for which the premises are to be registered means clearly describe the type of operation you conduct (i.e. takeaway, grocery store, confectionery, manufacturer, hamburger restaurant, service station, convenience store, etc).
2. It is the responsibility of the applicant to ensure that they have obtained the necessary Resource Consents and / or Building Consents, if any building work is undertaken on the premises and such consents are required for that work. If in doubt, please contact the Council's Resource Management and / or Building Control Units, for assistance.

OFFICE USE ONLY:

RECEIPT DETAILS _____ DATE: _____

INTERIM GRADING ISSUED: _____ DATE: _____