

Application for Re-Grading of Food Premises

Food Safety Bylaw 2005



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

Category of Application (Please Tick Appropriate Box)

Re-grading following an initial grading

Re-grading for a new Owner/Occupier

I, (The Occupier) hereby make application for the re-grading of Food Premises at:

Address of Premises to Be Re-graded: _____

Name Premises Known By: _____
Company/Trade Name

Full Name of Occupier: _____
Surname First Name/s

Postal Address: _____

Applicants Phone Number: _____

Date: _____

Signature of Applicant _____

Fee including GST \$207.00 (Fee valid for period 1 July 2009 to 30 June 2010)

Receipt No: _____ Date: _____

For Office Use Only

Licence No: _____ File Ref: _____

Previous Grade Awarded: _____ Date of Previous Grading _____

Inspection: _____

Date of Transfer (If Applicable): _____ Eho: _____

New Grade Awarded: _____ Date of Grading Inspection: _____

Date New Grading Certificate Issued: _____ Eho: _____

ENSURE PW IS UPDATED & DATA ENTRY FORM PLACED ON PREMISE FILE

IMPORTANT INFORMATION

Please note:

1. Application for re-grading can only be made after the expiry of 2 months from the date of the initial grading inspection.
2. Grading certificates are NOT transferable. New occupiers must remove the grading certificate issued to the previous occupier and return it to Council and make application for grading within 14 days of taking over the premises. The premises will be graded after they have been in operation for at least 2 months.

EXTRACT FROM WAITAKERE CITY COUNCIL FOOD SAFETY BYLAW 2005

Part 6 Grading

New food premises

10.1 Upon receipt of a first application for a certificate of registration in respect of new food premises, an Environmental Health Officer will inspect the premises for the purposes of issuing the certificate of registration. Two months after the issue of the first certificate of registration, an Environmental Health Officer will inspect the premises for grading purposes, and shall grade the food premises in accordance with any policy relating to the grading of food premises, made by Council from time to time.

Change of occupier

10.2 New occupiers of existing food premises must apply to the Council for the transfer of the certificate of registration within fourteen days of taking over occupation of the food premises in accordance with Regulation 6 of the Health (Registration of Premises).

Regulations 1966. Two months after the application for the transfer of the certificate is received, an Environmental Health Officer will inspect the premises for grading purposes.

Grading Certificate

10.3 The grading certificate noting the assessed grade as determined by the Environmental Health Officer will be immediately issued to the occupier of the food premises following a grading inspection. Additional copies of the grading certificate will be delivered to the occupier as soon as practicable following the grading inspection if additional copies are required to comply with clause 10.6 below.

Annual inspection

10.4 An Environmental Health Officer will perform a grading inspection annually, and within twelve months of the last grading inspection.

10.5 The grading certificate shall be current for a period not exceeding 12 months from the date of the grading inspection, or such lesser time if it is amended, cancelled or withdrawn by an Environmental Health Officer following a subsequent grading or other inspection, during which the food hygiene of the premises has either improved or worsened, compared to the current grade awarded and noted on the certificate.

Grading Certificate to be displayed

10.6 The current grading certificate shall be conspicuously displayed in or about the food premises in a location which is visible to members of the public before they enter the premises. If all points of entry to the premises are not clearly defined (such as in the case of a food hall in a mall), the certificate must be displayed on the food premises at a location or locations approved by an Environmental Health Officer, being a location which is visible to members of the public before they make a selection or purchase food items, and is in accordance with any policy for the display of grading certificates made by the Council from time to time.

Certificates are non-transferable

10.7 The grading certificate shall be specific to both the food premises and the occupier of the food premises at the time of the grading inspection. Grading certificates are not transferable.

Application for re-grading

10.8 An application for re-grading of food premises may be made by the occupier of the food premises at any time, but no such application will be considered by the Council until two months has expired since the last grading inspection.

10.9 The grading certificate remains the property of the Waitakere City Council.

Right of Appeal

10.10 (a) An owner or occupier of food premises in respect of which a grading certificate has been issued under this bylaw by an Environmental Health Officer may appeal in writing to the Council's Group Manager: Regulatory against that decision within 5 working days of receiving notice of that grading decision.

(b) Upon reviewing a grading decision the Group Manager: Regulatory may confirm, reverse or modify that decision.

(c) The outcome of the review process will be communicated by the Group Manager: Regulatory in writing to the owner or occupier within 5 working days of receiving the appeal.

(d) The original grading decision is effective from the date it is made unless or until it is reversed or modified.

FOR FURTHER INFORMATION PLEASE CONTACT COUNCILS CALL CENTRE ON 09 839 0400