

# RENEWAL OF REGISTRATION OF FOOD CONTROL PLAN

You need to complete the details below so that we can confirm there have been no changes in the registration details and then return it to Council together with evidence of payment of the fee (see reverse side).

## BUSINESS DETAILS

Legal Name(s) of operator of food business: \_\_\_\_\_

Trading Name: \_\_\_\_\_ ☐ Tick if same as legal name above

## BUSINESS POSTAL ADDRESS

### Postal Address

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

☐ This address is a private dwellinghouse, and I wish to be withheld from the public register.

## CONTACT PERSON DETAILS

The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. You will need to contact Council if these details change.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**Note:** By entering an email address, you consent to being sent information and notifications electronically, if required.

## FOOD BUSINESS DETAILS

List the food business(es) that are covered by the food control plan. If a food business is a private dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below.

TRADING NAME	LOCATION	OPERATING NAME	DAY TO DAY MANAGER	VEHICLE REG	PRIVATE

## OFFICE USE ONLY

Amount Paid:	
Receipt Number:	
Receipt Date:	

## APPLICATIONS TEAM

If you require any assistance in completing this form, please contact the Applications Team.

## SCOPE OF OPERATIONS

**I confirm that:**

1. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
2. The scope of operations of the food business (in terms of products and processes) remains within the scope of the currently registered food control plan.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## PAYMENT DETAILS

**Payment details:** On payment this becomes a tax invoice: **#GST NO. 11-174-531**

**Fee:**

Renewal of registration of food control plan **\$113.00 inc. GST of \$14.74**      **G/L Code: 7249**

Food Business Levy for food business subject to a food control plan Single/Main site **\$78.77 inc. GST of \$10.27 G/L Code: 7249**

Additional fixed sites **\$66.13 inc. GST of \$8.63 per site G/L Code: 7249**

Premise Type:	Number of Sites:	Renewal Fee:	Food Business Levy:	Total:
Fixed Premise: (eg. Shop, Restaurant/Café, Home Kitchen)	<b>1 site only</b>	\$113.00	\$78.77	Renewal fee + Food Business Levy \$78.77 = <b>\$191.77 inc. GST of \$25.01</b>
Additional Fixed Premise:	+ 1 site	/	\$66.13 per additional fixed site	+ Food Business Levy \$66.13 = <b>\$257.90 inc. GST of \$33.64</b>
Additional Fixed Premises:	+ 2 sites	/	\$66.13 GST per additional fixed site	+ Food Business Levy \$132.26 = <b>\$324.03 inc. GST of \$42.26</b>
Additional Fixed Premises:	+ 3 sites	/	\$66.13 per additional fixed site	+ Food Business Levy \$198.39 = <b>\$390.16 inc. GST of \$50.89</b>
Additional Mobile Shop: (eg. Food Truck, Market Stall)	1 site or more	/	N/A	N/A
Mobile Shop Only: (eg. Food Truck, Market Stall)	<b>1 site only</b>	\$113.00	\$78.77	Renewal fee + Food Business Levy = <b>\$191.77 inc. GST of \$25.01</b>

Food Business Levy payable under the Food (Fees, Charges and Levies) Regulations 2015. Payments must be made to Hamilton City Council.

## APPLICATIONS TEAM

If you require any assistance in completing this form, please contact the Applications Team.

## PAYMENT OPTIONS

Payment must be made using one of the following methods. Please tick and fill in the appropriate section.

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### Cash/Credit card payment:

1. Pay at the reception counter at Hamilton City Council, Municipal Building, Garden Place, Hamilton
2. Present this application form with your payment

Please note for credit card payments, an additional merchant fee of 1.2% will be added to the transaction amount.

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### Direct credit/Internet banking:

1. Pay via Direct Credit/Internet Banking:

**Account Name:** Hamilton City Council

**Account Number:** 02 0316 0030142 06

**Reference:** Food Act - (your trading name)

**Code:** GL7249

Date of payment: \_\_\_\_\_

Payee name: \_\_\_\_\_

**Total paid:** \_\_\_\_\_

## Privacy statement:

Please refer to the privacy statement available at <https://hamilton.govt.nz/privacy-policy>

## APPLICATIONS TEAM

If you require any assistance in completing this form, please contact the Applications Team.

Email: [environmental.health@hcc.govt.nz](mailto:environmental.health@hcc.govt.nz) Phone: 07 838 6699



# The Food Business Levy

February 2025

## Background

Through the careful and hard work of food producers over many years, New Zealand has a strong reputation for safe and suitable food. This strong reputation is underlined by a robust regulatory system, which is based on international best-practice and scientific evidence.

No matter how big or small the business, customers rightly expect that the food sold to them is safe and suitable. Our food safety system is critical to ensuring food businesses can deliver to those expectations everyday.

Food safety and suitability challenges have always existed, and the New Zealand food safety system adapts and assists businesses in managing these. Food businesses are also working in more innovative ways, trying new business models and production methods, and consumer preferences are diversifying. This has created new risks that need to be identified and managed by New Zealand's food safety system.



## About the Food Business Levy

In 2024, the Government agreed to enhance core food safety services under the Food Act 2014 through the Food Business Levy.

Collectively, these food safety services will help food businesses and Local Councils improve the provision of safe food to New Zealanders. The levy will ensure regulatory support for innovation while strengthening the food safety system.



## What will businesses get from the Food Business Levy?

- Better education and support to meet food safety and suitability requirements.
- Increased monitoring and taking prompt intervention to ensure the food safety system is working well.
- More support for providing a fair, consistent, and risk-appropriate level of verification, registry, and enforcement services to food businesses that do not follow the rules.
- Regular national campaigns to tackle systemic food safety or suitability issues.
- More effective, efficient, and up-to-date rules and standards with input from businesses.



## Details about levy collection

### The full Food Business Levy will be phased in over three years:

From 1 July 2025 to 30 June 2026	<b>\$57.50</b> (plus GST)
From 1 July 2026 to 30 June 2027	<b>\$86.25</b> (plus GST)
From 1 July 2027	<b>\$115.00</b> (plus GST) per year

The Food Business Levy is an annual charge for registered food businesses operating under a food control plan or national programme, which will be billed by their relevant registration authority (your Local Council or the Ministry for Primary Industries). If you are a new business, the levy will be billed at registration. Otherwise, businesses will be charged annually.



In addition, Councils can recover administration costs of \$11 (plus GST) per invoice raised or at time of renewal/registration.

## Role between Local Council and the Ministry for Primary Industries

MPI and all local councils are registration authorities under the Food Act 2024, and register food businesses operating under risk-based measures, these being:

- 1 National programmes
- 2 Food control plans (FCPs) – custom or template



For information about who does what between local councils and MPI, check the [Information for authorities that register food businesses](#) webpage on MPI's website.

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**For more  
information**

**Find out more online**

[Food Act 2014 fees, charges,  
and levies](#)

**or email**

[foodactlevies@mpi.govt.nz](mailto:foodactlevies@mpi.govt.nz)