

Application for Registration or Licence of Premises

Health (Registration of Premises) Regulations 1966
Rotorua District Council General Bylaw 2011



Please allow 20 working days to process

1. THIS LICENCE IS FOR

New
 Renewal - Licence number _____

Change of ownership - Licence number _____
 Re-definition - Licence number _____

NB: Food stall, mobile licenses and food control plans cannot be transferred. New owner must apply for a new licence.

2. TYPE OF LICENCE / REGISTRATION (FURTHER INFORMATION REQUIRED ON NEXT PAGE)

<input type="checkbox"/> Food premises	<input type="checkbox"/> Mobile shop
<input type="checkbox"/> Food stall licence	<input type="checkbox"/> Non-profit stall licence
<input checked="" type="checkbox"/> Event food stall licence	<input type="checkbox"/> Health protection
<input type="checkbox"/> Funeral Director	<input type="checkbox"/> Camping ground
<input type="checkbox"/> Offensive trade	<input type="checkbox"/> Hairdresser

3. APPLICANTS DETAILS

Full name of applicant or company _____

Address of applicant _____

Postal address for all correspondence _____

Home Phone _____ Mobile phone _____

Email _____ Fax _____

4. PREMISES DETAILS

Trading name _____

Address of premises _____

Contact person _____ Position held _____

Business phone _____ Mobile phone _____

Email _____ Fax _____

Commencement / start date _____

Trading hours _____

5. PRIVACY INFORMATION AND DECLARATION

The information you have provided is required so that your application can be processed and for statistical purposes. Under the local Government Official Information and Meetings Act 1987, the council may be required to disclose the information to people who request it. If you would like to request access to or correction of your personal information, please contact the council.

PLEASE NOTE: Simply filing an application and paying fees does not mean an applicant is immediately permitted to open for business. Any business that operates before a licence/registration/approval has been issued, and/or before the premises have complied with requirements, risks their application being declined and the possibility of legal action being taken against them.

Signature of applicant _____ Date _____

6. FOOD PREMISES INFORMATION

- Fruit & vegetable Auction market where food is sold
 Dairy Grocery Supermarket Ice cream
 Restaurant/Café Bakery Takeaways Lunch bar
 Delicatessen Butcher Fish shop Food Packaging and/or storage
 Manufacturing/preparation of perishable foods Other (please specify)

Name of food handlers trained in food safety (supply copies of certificates) _____

N/A

Additional information (New, redefined food premises only)

Please ensure the following information is supplied with the application:

- Site plan Floor plan Layout plan (including equipment, furnishings etc.)
 Mechanical plan Plumbing plan Construction materials Interior finish schedule

7. MOBILE SHOP & FOOD STALL HOLDER INFORMATION

Market / event location Daily Post Home & Leisure Show

Start date / event date 15, 16, 17 July 2016 Licence duration 3 Days

Vehicle registration no. _____ Vehicle make/model _____

Depot/Base unit Name & address _____

Depot/Base unit occupiers contact details _____

Type of food sold _____

Name of food handlers trained in food safety (supply copies of certificates) _____

Please ensure all required supporting documentation is supplied with the application

Refer to the appropriate Fact Sheet for More Information

For applicable fees see the Environmental Health Fee Schedule, available at the Rotorua District Council Customer Service Centre or visit: <http://www.rdc.govt.nz/our-services/permitsfoodliquorlicensing/Pages/default.aspx> or phone 3484199

8. FOOD PREMISES & STALL INFORMATION

- Guest shop Rooming house Private hotel
 Private hotel Motel Backpackers accommodation

N/A

OFFICE USE ONLY	NOTES
Authorising officer _____	
Complete: Yes / No _____ Approved / Declined / Hold _____	
Ozone licence category _____	
File No. _____ Lic/Reg fee \$ _____	
Lic/Reg No. _____ NPEF \$ _____	
Prem No. _____ TOTAL \$ _____	
P No. _____ Receipt No. _____	
Lic duration <u>3 Days</u> Date paid _____	
Date Lic required _____	
Market stall, mobile shop – 44 10 10 5611	
All others – 44 10 10 5647	