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Spring 2022

Food business tips and reminders

A new season is springing up and with it comes longer, warmer and drier days... and you know what else? The perfect conditions for spring cleaning! Getting your premises sparkling ahead of the peak tourist season will prevent the spread of bugs and reduce the risk of sickness. We have some 'change of season' reminders about your responsibilities as a food business. Our tips will help you gear up for the spring weeks ahead and help keep our Far North communities and visitors safe as they enjoy our wonderful kai.



Storage solutions

Keeping food and non-food items separated is a must, especially as temperatures start to warm up. You must also have processes in place to keep cooked food separate from raw food to prevent cross-contamination of all the beasties (e.g. salmonella) that can be present in raw food.



Packaging and food related accessories

Food accessories - like cutlery and packaging - must be able to maintain the safety and suitability of food (if that is their intended use) and they cannot create or contribute to hazards. So keep a razor sharp eye on your food related accessories as they're your responsibility.



Receiving and sourcing food

As a food licensee you must ensure that all reasonable steps are taken to assess and confirm that food received from a supplier is safe and suitable. All food, no matter how it is sourced or where it is from, must be safe and suitable.



Identification and tracking of food

Having a system for identifying and tracking units of food is a must for all food operators. This includes tracking food when received from suppliers to your food business; while food is under your control; and when it moves from your food business to the next link in the supply chain (if it's going anywhere other than to a customer).



National programmes

There are three levels of risk-based national programmes for food operators. This includes businesses where no cooking takes place - such as a coffee cart or dairy. Go to our [website](#) for information about the different national programme levels. Coffee cart operators can view the [National Programme 1 Guidance](#) here too, which is produced by the Ministry for Primary Industries.



Good Operation Practices

Good Operating Practice (GOP) describes a range of actions that produce safe and suitable food e.g. good hygiene and good manufacturing practices. Temporary food stalls often start springing up as the weather warms, so we've included the Minimum Standards for the Operation of a Temporary Food Stalls [here](#).

Food business fees increase

Council fees for services relating to food businesses have not changed for many years. However, the fee no longer covers this user pays service. As a result, fees for food business registration and food business verification increased on **1 July 2022**.

Food Act	
Food Control Plan (FCP)	
Template FCP registration	\$310.00
Renewal of registration (annual renewal)	\$232.50
Additional processing time	\$155.00
Registration amendment	\$155.00
FCP verification fixed fee	\$542.50
Failure to attend scheduled verification	\$155.00
Compliance and monitoring fee	\$155.00
National Programme (NP)	
NP registration	\$250.00
NP renewal (renewal required every 2 years)	\$142.50
Additional processing time	\$155.00
Registration amendment	\$155.00
NP verification fixed fee	\$387.50
Failure to attend scheduled verification	\$155.00
Compliance and monitoring fee	\$155.00

If you are struggling to pay the compliance fees please contact us, as we may be able to offer a time payment plan.



Alfresco dining and Road Use Bylaw 2022

The council adopted the **Road Use Bylaw 2022** in May. The purpose of the bylaw is to regulate or control the use of roads and adjoining land by vehicles, **stands, stalls, mobile shops**, animals, structures, vegetation, or other things that may affect road safety or the environment.

Under the bylaw approval is required for alfresco dining on footpaths or shared roadways (Part 4: Trading on roads and footpaths, Clause 13). Written approval from the council is needed by any person who wants to occupy any part of the road with structures for providing food or beverage services, including tables, chairs, umbrellas, or heaters.



An application for an approval must be made to Council by the person, company or group seeking approval (the applicant) under Part 7: Approvals, Clause 17.

An application for approval needs to:

- be in the form required by Council
- include all the information required by this bylaw and by Council
- be accompanied by the applicable fee.



If you wish to offer **alfresco dining on public land** it's important you have the necessary approval from Council.

Helpful links to more info on our website:

- [Road Use Bylaw](#)
- [Alfresco Dining Application Form](#).

Food registration vs. food verification - what's the difference?

Food registration

Food businesses must be registered and it is the responsibility of a food business operator to obtain that registration and renew the registration in time. Failure to renew your registration **before the expiry date** (listed on your registration certificate) has serious consequences. **You will need to cease trading** until you have obtained a new registration.

Renewing is cheaper than re-registering your food business:

- **renew** a Food Control Plan (FCP) registration = \$232.50
- **renew** a National Programme (NP) registration = \$142.50.

If you fail to renew on time you will be required to:

- pay a **new** Food Control Plan (FCP) registration = \$310
- pay a **new** National Programme (NP) registration = \$250.

Food Control Plans (FCP) must be renewed on an annual basis.

National Programme (NP) registration must be renewed every two years.

Food verification

Once registered, your food business must be verified as required by the Food Act 2014.

Find out more here - [Terms and conditions for Verification Services \(Food Act 2014\)](#)

- For Verifying Food Control Plans (FCP) go to Section 50 of the act.
- For Verifying National Programmes (NP) go to Section 80 of the act.

The cost for a FCP to be verified is \$542.50. The cost for a NP to be verified is \$387.50.

Any suggestions for our next newsletter?

Email us at ask.us@fndc.govt.nz or visit our website at:
www.fndc.govt.nz/Our-Services/Licences_and_permits



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