

Te Pou Oranga O Kai O Aotearoa

Application Form AP3 Dual Operator Butcher (Registration of Risk Management Programme & Listing of Homekill & Recreational Catch Service Provider)

Registration of a risk management programme (RMP) and listing as a homekill & recreational catch service provider (HKRCSP) by a dual operator butcher with the Director-General of the New Zealand Food Safety Authority is required under section 71 of the Animal Products Act 1999. Refer to application form guidelines for more information and explanation as to completion of this form.

Send the completed application form together with the fee, the independent evaluator's report and other documentation to New Zealand Food Safety Authority (NZFSA), Approvals & ACVM Group, at the above address.

If there is any change to the contact details provided in this application, you must inform NZFSA, Approvals & ACVM Group, in writing.

Refer Privacy Act notice at the end of the form regarding the collection of personal information on individuals.

1. Business Identification:

A unique identifier must be assigned to each Exporter. Please choose 2 business identifiers in the event that the identifier chosen is not available for use. Identifiers must have at least 3, and no more than 10, characters, at least 1 numeric character and no leading zeros.

ID: (new / current):	NZFSA Administration:
	RMP No.:

2. Dual Operator Butcher Name:

Refer to application form guidelines for explanation.

Full legal name:

Only complete sections 3 and 4 if this is the first application for a RMP and HKRCSP application or your contact details have changed.

3. Business Address and Contact Details:

Physical (for service / delivery of items):	Phone No:
	Fax No:
Postal (for communication): (Please include Post Code)	E-mail:
	[<input type="checkbox"/>] tick for consent to being provided electronic information.

4. Registered Company Address and Contact Details:

Only complete if the applicant is a registered company and details are different from the business address in Section 3.

Physical (for service):	Phone No:
	Fax No:
	E-mail:

5. Capabilities:

Note:

Capabilities will be recorded as 'retail butchery' functions involving product intended for human or animal consumption. Specific details do not need to be provided by the applicant.

6. Responsible Persons / Organisations:

Refer to application guidelines to complete the following table:

Day-to-day Manager (name / position / designation)	Accredited Evaluator (name)	Recognised Verifying Agency (name)

7. Minimum Documentation Requirements attached (✓): Refer to Risk Management Programme Manual

- Independent evaluator's report
- RMP Documentation

Refer to Guidelines for minimum outline documentation required to be submitted with an application for RMP registration.

Format:

RMP or the RMP outline either as:

- One electronic file (in a form acceptable to the Director-General) endorsed by the evaluator; or
- An original evaluator endorsed hard copy.

Changes:

Any changes to the submitted RMP since the evaluation report was prepared? **Yes / No** (circle one)

If Yes:

- Attach description of changes

8. Dual Operator Butcher Declaration: To be completed by Dual Operator Butcher

<p>I declare that:</p> <p>a) I am authorised to make this application as the dual operator butcher acting in accordance with section 71 of the Animal Products Act 1999 or person with legal authority to act on behalf of the dual operator butcher; and</p> <p>b) the information supplied in this application is truthful and accurate to the best of my knowledge; and</p> <p>c) neither I nor any directors, partners or managers of the business concerned have been convicted, whether in New Zealand or overseas, of any offence relating to fraud or dishonesty, or relating to management control or business activities in respect of businesses of a kind (whether in New Zealand or elsewhere) that are regulated under the Animal Products Act 1999; and</p> <p>d) the operator is a New Zealand resident within the meaning of section OE1 or section OE2 of the Income Tax Act 2004</p>	
Name:	Date:
Designation:	Signature:

9. NZFSA Service Charge:

ON PAYMENT THIS BECOMES A TAX INVOICE

APPLICATION FEE: \$411.75 incl. GST. If you use an RMP Template the fee is **\$274.50** incl. GST.

GST No: 97-200-130

Note: In addition to the application fee, an assessment fee based on an hourly rate of **\$137.25** per hour and **\$34.31** per part hour (incl. GST) will be charged.

PAYMENT OPTIONS:

Payments comprising multiple fees must be supported by a remittance advice. Please attach your advice to this application or send it separately to: **NZFSA Approvals, PO Box 2835, Wellington 6140.**

NZFSA does not accept cash. Payment must be made using one of the following methods. (Please tick and fill in the appropriate section.)

DIRECT CREDIT:

1. Pay into Bank Account no. **03 0049 0004918 000**
2. In the 'Reference' details, put the words: **RMP**
3. Enter the date of deposit and the payee name on this form below:

Date of deposit:

Payee name:

CHEQUE:

1. Make the cheque payable to **New Zealand Food Safety Authority.**
2. Attach the cheque to this application.

CREDIT CARD:

1. Tick the type of card you wish to use: AMEX Diners Mastercard VISA
2. Fill in the card details below:

Card no:

Name on card:

Expiry date:

Signature:

10. Final checklist [✓]

Have you:

- read and understood this form and any associated guidance document?
- filled this form in completely and legibly?
- provided the documents listed in section 7?
- read and signed the Applicant Declaration (section 8)?
- indicated how the fee will be paid for this application and, if required, attached a cheque (section 9)?

Collection of Personal Information on Individuals

In regard to any information being collected on this application by a dual operator butcher for registration of a risk management programme and listing as a homekill & recreational catch service provider, under the Animal Products Act 1999 (that is personal information identifying or being capable of identifying an individual person), notification is hereby provided in accordance with principle 3 of the Privacy Act 1993, to individuals of the following matters:

1. This information is being collected for purposes relating to application by dual operator butchers for registration of a risk management programme and listing as a homekill & recreational catch service provider and the administration of the Animal Products Act 1999 and regulations and notices made under that Act.
2. The recipient of this information, which is also the agency that will collect and hold the information, is the New Zealand Food Safety Authority, P O Box 2835, Wellington 6140.
3. The collection of information is authorised under section 20 and section 75 of the Animal Products Act 1999. The provision of this information is necessary in order to process this application. Failure to provide information is likely to result in the return of this application form to the applicant for completion.
4. You are reminded that under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information, which has been provided.

NZFSA Administration:

Date:	Receipt No:
Name:	Signature: