

Application Form WA7 Recognised Person

Individuals may apply to the Director-General of the New Zealand Food Safety Authority for recognition under section 70 of the Wine Act 2003 to carry out verification functions and activities or other specialist functions and activities for the purposes of that Act.

The criteria for recognition as a person are outlined in clause 3 of the Wine (Recognised Agencies and Persons) Notice 2007.

Send the completed application form together with the fee, consent to disclosure form and other appropriate documentation to the New Zealand Food Safety Authority, Approvals & ACVM Group, attention Programme Manager (Production & Processing) at the above address.

If there are any changes to the details provided in this application subsequent to recognition, you must inform the New Zealand Food Safety Authority (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. Identification:

A unique identification must be assigned to each recognised person. Please choose 2 identifiers in the event that your first choice is not available for use. The Identifier must be at least 3 and no more than 10 characters with at least 1 numeric character and no leading zeros.

ID (new / current):	(2nd choice):
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2. Applicant Name:

Full name of applicant and organisation (where appropriate).

Full legal name of person applying for recognition:

2a. Address and Contact Details of Applicant or Organisation:

Postal Address:	Phone No:
	Fax No:
	E-Mail:
	<input type="checkbox"/> tick for consent to being provided electronic information

3. Recognised Agency Details:

Recognised Agency Name:	Identifier:
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4. Functions and Activities Applied for:

Functions	Activities
<input type="checkbox"/> Verification	<input type="checkbox"/> Wine Standards management Plans <input type="checkbox"/> Export Eligibility and OMARs

5. Documentation Enclosed:

- Written answers to the "Wine Verifier Assessment Questionnaire"
- Copies of 3 or more recent audit reports
- Names and contact details of two referees
- Copy of audit qualification in accordance with 13(2)(a) of the Wine (Recognised Agency and Persons) Notice 2007
- Copies of documents supporting relevant qualifications and experience.
 - Experience
 - Wine Qualification
 - Workshop Attendance (confirmation of attendance required where applicant has no wine making experience)
- Completed Consent to Disclosure of Convictions Form (appendix 1)

6. Applicant Declaration: To be completed by applicant.

I declare that:	
a) To the best of my knowledge the information supplied in this application is truthful and accurate; and	
b) I am of good character and reputation; and	
c) There is no other information I am aware of that affects my ability to maintain an appropriate degree of impartiality and independence in carrying out the functions and activities for which I have applied to be recognised.	
Name:	Date:
Designation:	Signature:

6a. Recognised Agency Declaration: To be completed by the Recognised Agency recommending the applicant for recognition.

I declare that the person applying for recognition under section 70 of the Wine Act 2003 meets the requirements of clause 13 of the Wine (Recognised Agency and Persons) Notice 2007. This recognised agency has completed a thorough assessment of the competency of this applicant to perform verification in accordance with the documented procedures and I am satisfied that this person should be recognised to perform verification for the functions and/or activities listed above.	
Name:	Date:
Designation:	Signature:

NZFSA Administration:

Date processed	Receipt No.
Name	Signature

7. NZFSA Service Charge:

ON PAYMENT THIS BECOMES A TAX INVOICE

APPLICATION FEE: \$137.25 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 quarter hour (incl. GST) may 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.**

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 0001709 02**
2. In the 'Reference' details, put the words: **PERSON**
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:

Collection of Personal Information on Individuals

In regard to any information being collected on this application for recognition pursuant to the Wine Act 2003 (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 recognition and general administration of recognised persons under the Wine Act 2003 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.
3. The collection of information is authorised under section 70 of the Wine Act 2003. 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.

