

## Application Form AP48

### Registration of a Farm Dairy Operator or Depot Operator for the Production and Processing or Storage of Raw Milk for Sale to Consumers

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#### Before you start, let's check that you have everything you need:

- For new Farm Dairy Operator and Depot Operator applications your application must include a pre-registration assessment completed by a recognised raw milk farm dairy assessor (for farm dairy operators) or responsible verifier (for depot operators) as required under regulation 16 of the Raw Milk for Sale to Consumers Regulations 2015 (the Regulations).
- For Farm Dairy renewals the most recent raw milk farm dairy assessment report completed by a recognised raw milk Farm Dairy Assessor and the most recent verification audit report carried out by your responsible verifier as required under regulation 23 of the Regulations.
- For Depot Operator renewals the most recent verification audit report carried out by your recognised verifier as required under regulation 23 of the Regulations.
- Letter from verification agency confirming provision of verification services.
- The application fee according to the payment section of this form.  
Note: all fees on this form are inclusive of GST.
- If your business is a registered limited liability company, you need a copy of the company registration certificate and your New Zealand Business Number (NZBN). See [www.companies.govt.nz](http://www.companies.govt.nz)

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#### Read these notes before you start filling out the form:

- Registration as a Farm Dairy Operator or Depot Operator with the Director-General of the Ministry for Primary Industries (MPI) is required to be able to produce or process raw milk for sale to consumers under regulation 12 of the Regulations.
- If you wish to apply for registration as a Farm Dairy Operator and as a Depot Operator two separate forms are required to be completed.
- This form must be used when applying to MPI for registration or renewal as a Farm Dairy Operator or Depot Operator under regulation 18 of the Regulations. Information provided to MPI will be included on the public register. You can view the public register here: <http://www.foodsafety.govt.nz/registers-lists/>



- This icon is used when you need to make a decision. The question will help you decide whether you need to complete a particular section.
- Throughout this form you will need to tick boxes that look like this: ☐. A checked box indicates a 'yes' answer.
- Send the completed application form together with the fee and any other documentation required (see below) to MPI at the above address. We prefer email files. Processing time is up to 20 working days from the time we determine that your application is complete.
- Please note that in addition to the application fee, programme charges may apply for the producers and processors of raw milk. For further information please visit [www.mpi.govt.nz](http://www.mpi.govt.nz)
- If there are any changes to the details provided in this application after the application has been submitted, you must promptly inform MPI of the changes in writing.

## Application Form AP48

### Registration of a Farm Dairy Operator or Depot Operator for the Production and Processing or Storage of Raw Milk for Sale to Consumers

Processing time is up to 20 working days from the time we determine that your application is complete.



**Question A: Are you applying for a new registration, renewing/amending an existing registration, or suspending/surrendering an existing registration?**

- ☐ New → Go straight to Section 2.
- ☐ Renewal/Amendment → Complete Sections 1 and 2, then all relevant sections and indicate clearly where details have changed.
- ☐ Suspension/Surrender → Complete Section 1, then go straight to Question B.

#### Section 1. Section 1. Current MPI Registration ID (existing registrations only)

Your unique business ID which is 3-10 characters in length.

#### Section 2. What type of registration are you applying for?

Tick one. A separate application form must be completed for each Farm Dairy Operator and each Depot Operator.

New Farm Dairy Operator ☐

Renewal/amendment Farm Dairy Operator ☐

New Depot Operator ☐

Renewal/amendment Depot Operator ☐

#### Section 3. Applicant Details

Enter the details of the person who is the Farm Dairy Operator or the Depot Operator.

The Farm Dairy Operator is the person in charge of operations at a farm dairy, including the extraction of milk from milking animals.

The Depot Operator is the owner or other person in control of a business that stores packed raw milk.

**Legal Name(s) of Operator (e.g. registered company, partnership or individual)**

☐ I have attached a copy of the company name registration from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))

**New Zealand Business Number (NZBN)**

For more information about NZBNs, see [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

**Trading Name, if any**  
i.e. 'Trading As'

Same as legal name above

**Active billing details**

Provide the current accounts payable email address to which invoices should be emailed



Section 4. Operator Address and Contact Details			
You must provide this information to be registered.			
Street/Physical (location of actual premises)		Postal, including post code (for communication)	
Address:		Address:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Country: New Zealand		Country:	
Tel		Mobile	
Email	<p>By entering an email address you consent to being sent information and notifications electronically, if required.</p>		
Day-to-day manager name and position	<p>Name:</p> <p>Position:</p> <p><i>If more than one person has been nominated indicate which part of the operations they are responsible for.</i></p>		

Section 5. Recognised Verifying Agency or Verifier
<p>Name of the agency or verifier (if the verifier is not part of a recognised verifying agency) undertaking the external verification of this Farm Dairy or Depot</p>
<p><input type="checkbox"/> I have attached a copy of the letter from the relevant verifying agency or verifier confirming provision of verification services</p>



**Question B: Are you voluntarily suspending/surrendering registration?**

- ☐ Yes → Complete the relevant section below.
- ☐ No → Go to Section 8.

Section 6. Surrender
<p>I wish to surrender the registration referred to under the ID in Section 1 as at date:</p> <p>/ / (dd/mm/yyyy)</p> <p>Attach:</p> <ul style="list-style-type: none"> <li>- Original registration documentation issued by MPI</li> <li>- Copy of notification sent to your nominated Recognised Agency notifying them of the surrender</li> <li>- Details as to how you propose to deal with any remaining RCS raw milk under your control (where applicable)</li> </ul>

### Section 7. Voluntary Suspension of Operations

A registered operator may voluntarily suspend their operations for a minimum of 3 months, and a maximum of 12 months, under clause 2.6. of the Regulations.

I wish to suspend the registration in relation to the registration ID referred to in section 1 according to the following dates (must be a minimum of 3 months, and a maximum of 12 months):

Suspension Starts\*:        /                /                (dd/mm/yyyy)

Suspension Ends:        /                /                (dd/mm/yyyy)

\*Suspension start date must be a date after the date you notify MPI. MPI may require you to provide further information within a specified time.



**Complete Section 8 if you are a Farm Dairy Operator.  
Depot Operators continue straight to Section 9.**

### Section 8. Species of Animal or Animals

Indicate the species of animals that you intend to produce and process Regulated Control Scheme (RCS) for raw milk. Tick all that apply.

☐ cows

☐ goats

☐ sheep

☐ other (specify):



**If you are applying for a new application, complete section 9.  
If you are applying for a renewal, complete section 10.**

### Section 9. Pre-registration assessment completed by a recognised raw milk Farm Dairy Assessor or Responsible Verifier

*This is for new applications*

☐ I have attached a copy of the pre-registration assessment report for the premises for which I am applying to become a registered Farm Dairy Operator or Depot Operator.

### Section 10. Farm Dairy assessment and/or Verification Audit Report

*This is for renewal applications. Tick one.*

☐ I have attached a copy of the most recent raw milk farm dairy assessment report and verification audit report for the premises for which I am applying to be a registered Farm Dairy Operator.

☐ I have attached a copy of the most recent verification audit report for the premises for which I am applying to be a registered Depot Operator.

**Section 11. Applicant Statement**

*We accept PDF or scanned versions of signatures.*

I confirm that:

1. I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
3. The Farm Dairy Operator or Depot Operator is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and
4. The Farm Dairy Operator or Depot Operator covered by the registration is able to comply with the requirements of the Regulations, Food Act 2014 and Animal Products Act 1999; and
5. I understand that if there are future, ongoing levies or charges for business activity, MPI will send me an invoice for these charges. Any late or non-payment may result in a penalty fee, lodgement with a credit collection agent and/or withdrawal of service.

<b>Name</b>		<b>Job Title</b>	
<b>Signature</b>		<b>Date</b>	

**Section 12. MPI Service Charge**

**ON PAYMENT THIS BECOMES A TAX INVOICE GST No: 64-558-838**

**FEE: \$155.25** incl. GST.

**PAYMENT OPTIONS:** Payments comprising multiple fees must be supported by a remittance advice. Attach your payment confirmation to this application or send it separately to: **approvals@mpi.govt.nz**

**MPI does not accept cash.** Payment must be made using credit/debit card or direct credit. Please tick and fill in the appropriate section.

☐ **CREDIT/DEBIT CARD (preferred option):**

1. To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.

☐ I have attached my credit card payment receipt

☐ **DIRECT CREDIT:**

1. Pay into Bank Account no. **03 0049 0001709 002**
2. In the 'Reference' details, put the code: **'RAWMILK'** and also include either **Company name/ ID / NZBN**
3. Enter the date of deposit and your name (payer) on this form below:

<b>Date of Deposit</b>		<b>Your Name (Payer)</b>	
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**Section 13. Final Check and Document Package to send to MPI**

Have you:

- ☐ filled this form in completely and legibly?
- ☐ attached a copy of your assessment/verification reports(s)?
- ☐ attached a copy of your verification letter?
- ☐ attached a copy of company registration certificate if you are a registered limited liability company?
- ☐ read and signed the Applicant Statement ?
- ☐ included fee payment for this application??

## Collection of Information

### Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 2020, we advise that:

- This information is being collected for the purpose of registration under the Raw Milk for Sale to Consumers Regulations 2015; and
- The recipient of this information, which is the agency that will collect and hold the information, is the Ministry for Primary Industries, PO Box 2526, Wellington 6140; and
- Some of the information collected will be displayed on a public register; and
- The collection of information is authorised by the Raw Milk for Sale to Consumers Regulations 2015 (the Regulations). The provision of this information is necessary in order to process an application for registration or renewal under either Regulation 16 or Regulation 23 of the Regulations; and
- The supply of this information is voluntary; and
- Failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in a refusal to register, in accordance with Raw Milk for Sale to Consumers Regulations 2015; and
- Under Principles 6 and 7 of the Privacy Act 2020, you have the right of access to, and correction of, any personal information that you have provided.

### Collection of Official Information

All information provided to the Ministry for Primary Industries is official information and may be subject to a request made under the Official Information Act 1982.

If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request, taking into account its obligations under the Official Information Act 1982 and any other applicable legislation.