

## Application for licence or registration

### Building Consents & Licensing Services

**Made under the Health Act 1956 and the Regulations and Bylaws pursuant to the Act**  
**Complete all sections**

Send or deliver your application to the: Building Consents & Licensing Services,  
 PO Box 2199, 101 Wakefield Street, Wellington. For enquiries, phone 801 3542 or  
 email: [bcls@wcc.govt.nz](mailto:bcls@wcc.govt.nz).

#### Office Use Only

Previous SR .....

New SR .....

Wufi No: .....

### Business Details

New business?  Yes  No

Change of occupier  Yes  No

Street address of premises: .....

Suburb: .....

Vehicle registration (only if application is for a mobile premises): .....

Trading name: .....

Type of business (for which licence or registration is sought): .....

Grease trap?  Yes  No

Is it shared?  Yes  No

Type of grease trap: ..... Capacity: .....

### Applicant details

Company name / Business owner/s: .....

Postal address for all correspondence (if different to premises address): .....

Phone (day) ..... (evening) ..... Fax ..... Email .....

### Other details

Number of staff ..... Number with Food Hygiene Training Certificates (attach copies) .....

Number of customers (for restaurants, cafes, bars and hairdressers) .....

Toilet numbers: ..... Urinal stalls ..... Male toilets ..... Female toilets .....

Unisex ..... Staff only toilets ..... Wheelchair accessible .....

Starting date (for new business or change of occupier): .....

Signature of applicant or agent of business / company: .....

Name (printed): ..... Date: .....

Contact person if different from above (printed): .....

## Food Premises – fees and grading system

### So what are your fees paying for?

Our fee structure reflects the cost it actually takes to regulate potentially high risk premises. The lower the risk, the more moderate the price. The potential for risk is based on the following factors:

- type of activity carried out on a premises
- standard of hygiene and work place practices
- size of business
- time involved for our staff to visit
- frequency of visits.

### Billing structure

Our grading system allocates an inspection rating for food premises after an annual assessment. The gradings range from excellent to ungraded high risk. The fee is inclusive of factoring in the size and type of premises, along with associated risks.

This means that cost recovery fees will range from \$150 for a very low risk premises, to \$1500 for a very large high risk premises. Most restaurant and takeaway places therefore will be in the range of \$350 for excellent, \$550 for very good, \$700 for ungraded and \$1000 for high risk premises.

### Grading Certificates

Although all premises are graded, only premises maintaining an excellent standard will receive a grading certificate. Categories still exist for very good and ungraded premises for billing purposes but grading certificates will not be issued. The only certificate you will receive in these categories is a certificate of registration.

It is important that you understand what grade has been given to your premises and how you can improve it. We wish to encourage all food businesses to strive for an excellent grade. Premises graded excellent attract a lower annual licence fee than those premises that are very good or ungraded. To achieve an excellent grade, premises must score at least four in three of the four risk factor categories and a five in at least one of them. This would mean maintaining the following standards:

- suitable premises with no serious deficiencies in construction, layout and repair
- conduct and practices that are of a very high standard with minimal risk of contamination as a result of human error
- an effective written cleaning programme that is signed off and recorded
- at least 50% of staff (including the supervisor) trained in food hygiene to an NZQA approved level or equivalent.

### Start-up

The application form for a certificate of registration is to be completed as soon as possible. You will be advised the fee for the certificate of registration or change of ownership once the application has been assessed. This fee must be paid, the form submitted and your premises approved prior to trade commencing.

### Privacy Information

The information you have provided on this form is required to process your application for a licence or registration under the Health Act 1956 and associated regulations and bylaws. Under the Privacy Act 1993, you have the right to see and correct the personal information Building Consents & Licensing Services holds about you.