

Application Form WA4 Registration of Wine Standards Management Plan

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

BEFORE PROCEEDING: Winemakers who expect to produce no more than 20,000L of wine over the next 2-year period, and do not export that wine, may be exempt from the requirement to register a Wine Standards Management Plan (see Regulation 19 of the Wine Regulations 2021). If you meet the criteria for this exemption, you must notify MPI using the WA3 form.

- You are filling in this form because you are applying to register a [WSMP](#) with the Director-General of MPI under section 16 of the Wine Act 2003.
- If your business is a registered limited liability company, a copy of the company registration certificate, and your New Zealand Business Number (NZBN). See www.companies.govt.nz
- You need to provide the WSMP document (template or model) and site plan(s)
- Or provide your own customised WSMP (with site plans) and an independent evaluation report – see s18(1)(b) and (1A) Wine Act 2003 for evaluation requirements and waivers.
- A letter from a recognised verifying agency confirming it will undertake verification functions in respect of the WSMP.
- The application fee according to the payment section of this form. Note: all fees on this form include GST.

Read these notes before you start filling out the form:

- This form must be used when applying to register a WSMP with the Director-General of MPI under section 16 of the Wine Act 2003.



- 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.
- If there are any changes to the details provided in this application after the application has been sent to MPI, you must promptly inform us of the changes in writing.
- Refer to the Privacy Act 2020 and Official Information Act 1982 notices at the end of this form regarding collection of information by the MPI.

Frequently used terms

WSMP = a **Wine Standards Management Plan** is a plan designed to identify control, manage, and eliminate or minimise hazards and other risk factors in relation to the making of wine in order to ensure that the wine is fit for its intended purpose.

Recognised Verifying Agency = A recognised agency has specified functions and activities that include managing and carrying out verification functions and activities in relation to a WSMP.

GST = Goods and service tax

MPI = Ministry for Primary Industries

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

Section 1. Full Legal Name of Operator of Plan Registered company name or partnership names (including the trading name) or individual name (full name, i.e. no initials). <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<input type="checkbox"/> I have attached a copy of the company name registration from the New Zealand Companies office (www.companies.govt.nz)

Section 2. New Zealand Business Number (NZBN) For more information about NZBN's, including how to get one, see www.nzbn.govt.nz
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Section 3. WSMP Type Tick all that apply.
<input type="checkbox"/> WSMP Model document <input type="checkbox"/> Customised WSMP

Section 4. Business Address and Contact Details Physical address of WSMP Operator.			
Street/Physical (location of actual premises)		Postal, including post code (for communication)	
Tel		Mobile	
Email			
By entering an email address you consent to being sent information and notifications electronically, if required.			
WSMP Responsible Person and Job Title			



Question A: Is the operator of wine business a registered company with a different registered office address to the physical/business address in Section 4?

- ☐ Yes → Complete Section 5
☐ No → Go straight to Section 6

Section 5. Registered Company Address and Contact Details			
Only complete if the applicant is a registered company and the registered office address is different from the physical/business address in section 4.			
Registered office address		Tel	

Section 6. Scope of Winemaking Operation	
Identify the scope of winemaking operations and principal categories of the winemaking. Must match WSMP document.	
<input type="checkbox"/> extension product (e.g. vinegar, spirits)* <input type="checkbox"/> fortified wine <input type="checkbox"/> partial process product (e.g. juice, verjuice)* <input type="checkbox"/> sparkling wine <input type="checkbox"/> still wine <input type="checkbox"/> wine-based liqueur <input type="checkbox"/> wine product (beverage including at least 70% wine)*	<input type="checkbox"/> receipt of fruit (includes grapes/ fruit) <input type="checkbox"/> receipt of juice/wine/cider/mead <input type="checkbox"/> winemaking <input type="checkbox"/> bottling/packaging <input type="checkbox"/> labelling <input type="checkbox"/> storage of wine (bulk or packaged)
<p>* see http://www.legislation.govt.nz/ and search "Wine Act 2003" for more information on these product definitions</p>	

New Zealand Food Safety

Haumaru Kai Aotearoa



Question B: Do you intend to use this WSMP to cover multiple businesses and/or multiple physical premises?

☐ Yes → Complete Section 7

☐ No → Go straight to Section 8

Section 7. Multi-Business/Multi-Site Address Details

NOTE: This section applies only if you intend to use this WSMP to cover multiple physical premises and/or multiple businesses under the same WSMP. Do not complete this section if you are contracting out winemaking services to companies that either have not agreed to be included within the scope of this plan or who have registered their own WSMP.

Legal name(s) business (e.g. registered company, partnership or individual)	NZ BusinessNumber (where applicable)	Site trading name, if any (i.e. 'Trading As')	Responsible Person and Job Title	Street/Physical Address (location of actual place)
<i>E.g. Yum Wines Limited</i>	<i>E.g. 9429000096157</i>			<i>E.g. 123 Wines Road, Faketown 1234</i>

Section 8. Minimum Documentation Requirements

Send in all the required documents. Your application will not be processed until all documents are received.

- ☐ WSMP template or model document
 - ☐ Site plan for all sites covered by the WSMP - **Must include; WSMP boundary lines, business name, business address and date.**
 - ☐ Letter from a recognised verifying agency confirming it will undertake verification functions in respect of the WSMP.
- OR**
- ☐ Your own customised WSMP, including site plans; and
 - ☐ Independent evaluation report; and
 - ☐ Letter from a recognised verifying agency confirming it will undertake verification functions in respect of the WSMP.

Section 9. Applicant Statement

I confirm that:

1. I am authorised to make this application as a person referred to in section 9 or section 12 of the Wine Act 2003, or a person with legal authority to act on behalf of such a person; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. To my knowledge the applicant is a fit and proper person to operate a wine business, and there are no factors, circumstances, or history, of which I am aware, to indicate that the applicant is not a fit and proper person; and
4. To my knowledge the contents of the WSMP attached to this application complies with the requirements imposed under the Wine Act 2003, and wine produced under that WSMP is likely to be fit for its intended purpose; and
5. To my knowledge, 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 Wine Act 2003; and
6. The applicant 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.

Name		Job Title	
Signature		Date	



Question C: Have you completed Section 7 (multi-business/multi-site address details)?

- ☐ Yes → Complete Section 10
☐ No → Go straight to Section 11

Section 10. Multi-Business/Multi-Site WSMPs - Applicant Statement

We accept PDF or scanned versions of signatures. If you are not able to confirm these statements for all operators listed in Section 7, contact approvals@mpi.govt.nz

I confirm that:

1. I am authorised to make this application on behalf of the operators listed in Section 7; and
2. I have control, authority and accountability for all matters covered by the WSMP in relation to the operators listed in Section 7; and
3. Each person whose business is to be covered by the WSMP is aware of the implications in the event of suspension or deregistration of the WSMP, or the WSMP ceasing to operate; and
4. The WSMP is considered to be appropriate to the other businesses to be covered by the plan; and
5. I have obtained the consent or otherwise taken into account the views of any person whose business is to be covered by the plan; and
6. Every operator listed in Section 7 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.

Name		Job Title	
Signature		Date	

Section 11. MPI Service Charge

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

Type	Threshold	Fee (incl. GST)
<input type="checkbox"/> Custom - WSMP registration	210 minutes	\$388.13
<input type="checkbox"/> Template - WSMP registration	150 minutes	\$232.88

Note: The threshold fee listed covers the time a standard application is expected to take. An additional assessment charge of \$155.25 incl GST per hour will be applied when applications take longer than allowed for in the regulations.

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: approvals@mpi.govt.nz

MPI does not accept cash. Payment must be made using the following method. Please tick and fill in the appropriate section.

☐

CREDIT CARD:

1. To pay by credit card (Visa or MasterCard) go to <https://www.mpi.govt.nz/food-safety/payments> and follow the instructions.
2. Include payment confirmation with your application, or enter the date of payment and your name (payer) on this form below

Date of Payment		Your Name (Payer)	
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Section 11. Final Checklist

Have you:

- ☐ read and understood this form?
- ☐ filled this form in completely?
- ☐ provided required documentation?
- ☐ read and signed the Applicant Statement?
- ☐ included payment confirmation?

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 registering a wine standards management plan under the Wine Act 2003; 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 under section 18 of the Wine Act 2003. The provision of this information is necessary in order to process an application for registration; and
- The supply of this information is voluntary; however, 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 section 20 of the Wine Act 2003; 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.