


Application Form WA6

Registration of Significant Amendment to Wine Standards Management Plan

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

- You are filling in this form because registration of significant amendments to a registered [wine standards management plan](#) (WSMP) with the Director-General of the Ministry for Primary Industries (MPI) is required under section 22 of the Wine Act 2003.
- 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), if you have one. See www.companies.govt.nz
- You need to provide your WSMP document and site plan.
- Or provide your own customised WSMP, with an independent evaluation report - see s18(1)(b) and (1A) Wine Act 2003 for evaluation requirements and waivers.
- 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 significant amendments to a WSMP with the Director-General of MPI under section 22 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

GST = Goods and service tax

MPI = Ministry for Primary Industries

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.

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.

Application Form WA6

Registration of Significant Amendment to Wine Standards Management Plan

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

Section 1. WSMP Identifier

MPI ID Number

Section 2. Brief Description of amendment

Section 3. 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).

NOTE: a name change requires re-registration. For this, use form WA5 "Registration of WSMP under New Operator"

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

Section 4. New Zealand Business Number (NZBN)

For more information about NZBN's, including how to get one, see www.nzbn.govt.nz

Section 5. WSMP Type

Tick all that apply.

- ☐ Grape Wine
- ☐ Fruit Wine, Cider & Mead



Question A: Is the applicant making an amendment to the business address and/or contact details?

- ☐ Yes → Complete Section 6, and attach a new site plan and updated copy of WSMP document
- ☐ No → Go straight to Question B

Section 6. 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 B: Is the applicant making an amendment to the registered company address and/or contact details?

- ☐ Yes → Complete Section 7
☐ No → Go straight to Question C

Section 7. 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 6.

Registered office address		Tel	
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Question C: Is the applicant making an amendment to the winemaking process activities?

- ☐ Yes → Complete Section 8 and attach an updated copy of **WSMP Document (including the amendment)**
- ☐ No → Go straight to Question D

Section 8. Winemaking Process Activities

Identify changes to winemaking process activities. Must match WSMP documents.

Note: a change to the products of the registered WSMP (e.g. extension product, fortified wine, partial process product, sparkling wine, still wine, wine product, wine-based liqueur) is usually a minor amendment – please complete form WA12.

- ☐ receipt of fruit (includes grapes/ fruit)
- ☐ receipt of juice/wine/cider/mead
- ☐ winemaking
- ☐ bottling/packaging
- ☐ labelling
- ☐ storage of wine (bulk or packaged)



Question D: Is the applicant making an amendment to the WSMP type?

- ☐ Yes → Complete Section 9 and attach an updated copy of **WSMP Document**
- ☐ No → Go straight to Question E

Section 9. WSMP Type Amendment

- ☐ Adding grape wine production to fruit wine, cider or mead operation. *
- ☐ Changing from fruit wine, cider or mead production to grape wine production. *
- ☐ Changing to WSMP not based on Code of Practice (customised WSMP) **

* Attach a completed WSMP template or model:

Note: Adding fruit wine, cider or mead to a grape wine WSMP is considered a minor amendment – please complete form WA12.

** Attach a copy of your customised WSMP to this application, with evaluation report.



Question E: Is the WSMP going to cover multiple businesses and/or multiple physical premises?

- ☐ Yes → Complete Section 10
☐ No → Go straight to Question F

Section 10. Multi-Business/Multi-Site Address Details				
<i>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.</i>				
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>



Question F: Is there an amendment to other areas of the registered WSMP?

- ☐ Yes → Complete Section 11
☐ No → Go straight to Section 12

Section 11. Other Amendments to be Registered

Only complete where the amendment involves a change to other areas of the registered WSMP, e.g. WSMP boundary extension/changes to site plan or change to a multi-site WSMP. Provide a brief description of the amendment, and attach updated WSMP outline or site plan if applicable.

Section 12. Minimum Documentation Requirements

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

- ☐ WSMP - MPI-approved template or model
- ☐ 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 plan; and
- ☐ Independent evaluation report - see s18(1)(b) and (1A) Wine Act 2003 for evaluation requirements and waivers.

Section 13. 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 10 (multi-business/multi-site address details)?

- ☐ Yes → Complete Section 14
☐ No → Go straight to Section 15

Section 14. 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 10; 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 15. MPI Service Charge

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

Type	Threshold	Fee (incl.GST)
<input type="checkbox"/> Significant Amendment	120 minutes	\$155.25

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)**

Section 16. 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 22 of the Wine Act 2003. The provision of this information is necessary in order to process an application for amendment to 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 22 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.