


## Application Form AP47

### Bivalve Molluscan Shellfish Harvest Operator Registration

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

- You are filling in this form because you remove BMS from a growing area and place it on or in a harvest vessel, vehicle or container for the purpose of wet storage, relay, retail, wholesale or processing. For more information on BMS harvest operators refer to [Bivalve molluscan shellfish \(BMS\) harvest operators](#).
- 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)
- A recognised verifier must conduct an inspection and prepare an initial verification report that addresses the requirements of this Part of the Notice not more than 3 months before the date of application for registration as a harvest operator. You will need to attach a copy of the verification report to this application.

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

- Registration as a Bivalve Molluscan Shellfish (BMS) Harvest Operator with the Director-General of the Ministry for Primary Industries is required under regulation 48 of the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006.
-  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 submitted, you must promptly inform MPI of the changes in writing.

#### Frequently used terms

**BMS** = Bivalve Molluscan Shellfish

**GST** = Goods and services tax

**Harvest operator** = means a person who is the owner or other person in control of a business involving harvesting of BMS

**Harvest vessel** = means any vessel or vehicle used in the harvest of BMS for relay, depuration, wet storage, retail sale, wholesale or processing

**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.



### Question A: Is this a new or renewal application for Bivalve Molluscan Shellfish Harvest Operator Registration?

- ☐ New → Go straight to Section 2  
☐ Renewal → Complete Section 1

#### 1. Business Identification (renewals only)

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

Business ID

#### 2. Applicant Details

Registered company name or partnership names (including the trading name) or individual name.

☐ 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)

#### 3. Business Address and Contact Details

Street/Physical (location of actual premises)

Postal, including post code (for communication)

Phone

Mobile

Email

By entering an email address you consent to being sent information and notifications electronically, if required.



### Question B: Is the operator a registered company with a different registered office address to the physical/business address in Section 3?

- ☐ Yes → Complete Section 4  
☐ No → Go straight to Section 5

#### 4. Registered Company Address and Contact Details

Only complete this section if the applicant is a registered company and the registered office address is different from the physical/business address in section 3.

Registered office address		Phone	
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#### 5. Harvest Vehicle and Vessel Name and/or ID Number

List all harvest vehicles and vessels

Name/ID number	Usual place of parking/storage

#### 6. Responsible Persons/Organisations

Day-to-day manager nominated by operator Name/Job title	Growing area number	Recognised Verifying Agency

#### 7. Minimum Documentation Requirements

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

Initial verification report for each BMS harvest vessel and vehicle ☐

#### 8. Applicant Statement

I confirm that:

1. I am authorised to make this application as the BMS Harvest Operator or a person with legal authority to act on behalf of the BMS Harvest Operator; and
2. The information supplied in this application is truthful and accurate to the best of my knowledge; and
3. The 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.

Name		Job Title	
Signature		Date	

## 9. MPI Service Charge

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

**APPLICATION 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: **BMSHO** and also include either **Company name/ ID / NZBN**
3. Enter the date of deposit and your name (payer) on this form below:

Date of Deposit

Your Name (Payer)

## 10. Final Checklist

Have you:

- ☐ Read and understood this form?
- ☐ Filled this form in completely?
- ☐ Provided required documentation (section 7)?
- ☐ Read and signed the Applicant Statement (section 8)?
- ☐ Indicated how the fee will be paid 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 registering a BMS Harvest Operator under the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006; 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 regulation 36 of the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006. The provision of this information is necessary in order to process an application for registration; 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 regulation 38 of the Animal Products (Regulated Control Scheme – Bivalve Molluscan Shellfish) Regulations 2006; 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.