



## National Programme Verifier Contract

### Choosing a verifier

All businesses subject to a National Programme registration have the right to choose their own verification agency.

You have a choice of which recognised agency you want to carry out your verifications. Central Otago District Council (CODC) is a recognised agency. A list of other recognised agencies can be found on the MPIs website:

<http://www.foodsafety.govt.nz/registers-lists/food-act-2014-recognised-agencies/index.htm>

When you have chosen an agency you must inform your Council which agency you are using if you have not already included this on your application for registration.

If you choose to employ CODC as your verifier, please complete the following agreement.

### Verification Agreement

Both parties agree that Central Otago District Council will verify your National Programme. I have read and agree to the standard terms and conditions of this contract.

#### Customer Details:

Customer Name		Trading Name (if different)	
Physical Address			
Postal Address (if different)			
Contact Person		Contact Phone number	
Email			

#### CODC to complete:

Customer Number		Start Date	
Verification Class		Termination Date	

#### Operator Agreement:

This Agreement must be completed by a person who has the authority to act on behalf of the business eg: the owner, operator or director, partner or other person with legal authority to act on behalf of the registered company or partnership or individual(s).

<b>Operator Name</b>		<b>Designation/Title</b>	
<b>Signature</b>		<b>Date</b>	
CODC Representative (Print name)		CODC Representative Designation/title	
CODC Representative Signature		Date	

**Terms and conditions**

In entering into this agreement, you are choosing Central Otago District Council to provide an approved verifier to undertake the verification function for your food operation.

Should you believe there may be a conflict of interest between you and the Council or verifier, please ensure you declare this prior to signing this agreement.

All costs incurred by Council relating to the verification of your National Programme must be paid within 20 working days of the completion of the initial verification. Where follow up visits are required, additional fees may be incurred.

**Confidentiality**

All information gained in the course of the verification process will be kept in accordance with the Council's confidentiality policy. In the case of critical non-compliance, the verifier is obliged to report this matter to the Ministry for Primary Industries or other registration authority as appropriate.

**Complaints and disputes**

If you have a complaint in relation to our services, or you dispute any recommendation put forward by the verifier, please contact the Regulatory Services Manager, Central Otago District Council, PO Box 22, Alexandra 9340.