Application for registration under the Food Act 2014

A91595

Address all correspondence to:
Ōpōtiki District Council, PO Box 44, Ōpōtiki 3162
Ph 07 315 3030, Fax 07 315 7050
Or return to Customer Services, 108 St John Street, Ōpōtiki

Application fee:
Refer to www.odc.govt.nz/feescharges

Before you start, check you have everything you will need:

- Use MPI's My Food Rules tool (www.mpi.govt.nz/food-safety/food-act-2014/my-food-rules/) to check what type of registration you should apply for.
- Attach the completed scope of operations for the registration you are applying for (Scope of Operations for Simply Safe & Suitable Template Food Control Plan, **or** National Programme (NP) 1, **or** NP2, **or** NP3).
- If you are applying for a National Programme (NP) registration, you need to choose your verifier. A confirmation letter from your verifier **must** be attached to this application. A list of recognised verification (or audit) agencies can be found on MPI's website under food safety registers and lists. The law requires councils to verify businesses registered under an MPI template food control plan.
- Attach a copy of the company registration certificate from the New Zealand Companies Office website for any business that is a registered limited liability company. See www.companies.govt.nz
- Ensure you can confirm that the operator of the food businesses 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.
- Details of payment of your application fee (refer to www.odc.govt.nz/feescharges for applicable fees).

SECTION A: REGISTRATION DETAILS

What type of registration are you applying for?	☐ MPI template food control plan ☐ National Programme 1 ☐ National Programme 2 ☐ National Programme 3
Are you registering a business with only one site, or more than one site?	☐ Only one site ☐ More than one site i.e. multi-site (complete Section H: Details of other sites for multi-site food businesses)

SECTION B: OPERATOR DETAILS

This section is for the owner or person in control of the food business. If you are applying for an NP registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan and section H is for listing your other businesses and addresses.

Legal name(s) of operator (e.g. registered company, partnership, or individual)	☐ I have attached a copy of the company name registration from the New Zealand Companies Office.
NZ Business Number (NZBN)	For more information about NZBNs, including how to get one, see https://www.business.govt.nz/companies
Trading name, if any (i.e. trading as)	☐ Same as legal name above.
Postal address of operator	☐ This address is a private dwelling house and I wish it to be withheld from the public register.

SECTION C: PHYSICAL ADDRESS OF THE PREMISES			
This is the physical address of the building(s) to be covered by the food control plan or national programme (for mobile food premises, provide the address of the location where the vehicle will be used). If you are registering for more than one site, list the primary address here and others in the table in section H.			
Address of premises	☐ This address is a private dwelling house and I wish it to be withheld from the public register.		
SECTION D: CONTACT DETAILS			
The contact person details entered below will be used for communications about your registration, such as sending approval documents and renewal reminders. Contact Ōpōtiki District Council if the details change.			
Full name			
Postal address			
Phone		Mobile	
Email	By entering an email address you consent to being sent information and notifications electronically, if required.		
SECTION E: DAY-TO-DAY MANAGER DETAILS			
Full name			
Position held			

SECTION F: VERIFICATION

Who will be doing your verification? **Note:** ODC is not approved to complete verification of national programmes. A food business applying for registration under a national programme must nominate a third party verifier.

☐ Ōpōtiki District Council (for businesses registering under an MPI template food control plan only).

☐ Other (provide name):

☐ I have attached a confirmation letter from my verification agency.

SECTION G: APPLICANT STATEMENT

I confirm that:

☐ I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator.

☐ The information supplied in this application is truthful and accurate to the best of my knowledge.

☐ The operator of every food business covered by this application is a New Zealand resident within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007.

☐ The operator of every food business covered by this application is able to comply with the requirements of the Food Act 2014.

Full name		Position held	
Signature		Date	

SECTION H: DETAILS OF OTHER SITES FOR MULTI-SITE FOOD BUSINESSES					
Legal name(s) of site operator (e.g. registered company, partnership or individual) (For template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)	**NZ Business Number** (where applicable)	**Site trading name, if any** (i.e. 'Trading As')	**Street/physical address (location of actual place)** (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	**Vehicle registration numbers** (mobile businesses only)	**Site day-to-day manager position**
E.g. ABC Foods Limited ☒		E.g. Yummy CakesRUs, Wellington Store	E.g. 123 Cakes Road, Faketown 1234 ☒		E.g. Store Manager
☐			☐		
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PAYMENT METHODS

In person: pay at Ōpōtiki District Council, 108 St John Street, Ōpōtiki.

Internet banking:
Bank: ANZ
Account name: Ōpōtiki District Council
Account number: 01-0434-0334454-00
Particulars: Operator name Code: Food Reference: Registration

COLLECTION OF INFORMATION

Collection of personal information
Pursuant to Principle 3 of the Privacy Act 1993, Ōpōtiki District Council advises that:

- This information is being collected for the purpose of registering your business under the Food Act 2014.
- The recipients of this information, which are the agencies that will collect and hold the information, are Ministry for Primary Industries, PO Box 2526, Wellington 6140 and Ōpōtiki District Council, PO Box 44, Ōpōtiki 3162.
- Some of the information collected will be displayed on Ministry for Primary Industries' public register.
- The collection of information is authorised under section 53 or section 83 of the Food Act 2014, which ever applies. The provision of this information is necessary in order to process an application for registration under either section 53 or section 83.
- 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 54 and 57 or section 84 and 87 of the Food Act 2014, whichever applies.
- 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 to Ōpōtiki District Council.

Collection of official information

- All information provided to Ōpōtiki District Council is official information and may be subject to a request made under the Local Government Official Information and Meetings Act 1987.
- If a request is made under that Act for information you have provided in this application, Ōpōtiki District Council must consider any such request in accordance with its obligations under that Act and any other applicable legislation.

OFFICE USE ONLY

Customer services

Amount		Date paid	
Receipt number		Code	42 55 41 4150

Inspector's approval

Name	
Signature	
Date	

SCOPE OF **OPERATIONS**

SIMPLY SAFE & SUITABLE TEMPLATE FOOD CONTROL PLAN BUSINESSES

What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

- [ ] **Caterer**
  Provides food, supplies and services for a social occasion or function or within an education or other facility.
- [ ] **Eat-in premises**
  Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.
- [ ] **Export**
- [ ] **Home delivery**
  Examples: Pizza delivery, meals-on-wheels and grocery delivery.
- [ ] **Import**
  Either as a registered food importer or through an agent who is a registered importer.
- [ ] **Internet**
  On-line selling of food products.
- [ ] **Market**
  Example: Stall at farmers' or other market.
- [ ] **Mobile**
  Example: Food truck.
- [ ] **On-licence**
  Eat-in premises that sell alcohol for consumption at the same location.
- [ ] **Retail**
  Examples: Supermarket, dairy or other premises selling direct to the consumer.
- [ ] **Storage provider**
  Examples: Cold stores and warehouses.
- [ ] **Takeaway**
  Ready-to-eat meals sold for immediate consumption at another location.
- [ ] **Transport provider**
  Ambient or temperature-controlled transport.
- [ ] **Wholesale**
  Premises selling to other businesses.

Processes

What processes do you use in your food business?

☐ **Acidification**
Using acid (low pH) to preserve food products. Examples: Mayonnaise, pickles and shelf stable condiments.

☐ **Fermentation**
Using micro-organisms to make or preserve food products. Examples: Kimchee, sauerkraut, pickles.

☐ **Handling chilled RTE products**
Handling chilled ready-to-eat (RTE) products with a shelf-life of more than 5 days. Example: Sliced cooked ham.

☐ **Holding at serving temperature**
Holding at serving temperature in a pie warmer or bain-marie.

☐ **Reheating**
Reheating a food that has been previously cooked for immediate consumption. Examples: Reheating a frozen cooked ready-to-eat meal.

☐ **Slow or low temperature cooking**
Examples: Sous vide, hangi, umu and smoking.

☐ **None of the above**
None of the above processes are used.

Food Service

Serve/sell food directly to customers to be eaten straight away.

☐ 2 Do you produce food to be served or sold directly to customers?

☐ 10 **Ready-to-eat meals & snacks**
Examples: Restaurant meal, catered food, takeaway, sandwiches, pie, filled roll, smoothies, milkshake and fresh juice. If you are doing any of the other foods below, also tick them.

☐ 50 **Chinese style roast duck**

☐ 40 **Doner meat**
Meals or snacks made using doner meat. Examples: Kebab and wrap.

☐ 20 **Minimally processed fruits and vegetables**
Example: Washed apples.

☐ 30 **Sushi**
Sushi rolls and sashimi.

Note: *If you've ticked one of the options above and all of the food that you sell is **intended** to be eaten straight away, you don't need to complete the rest of this form.*

Operations

Tick all the activities your business does, and the products you work with.

Do you:

☐ 1

Sell products that you prepare and / or make?

☐ 70 **Baked products (without filling or icing)**

☐ 80 **Baked products, with filling or icing**

☐ 40 **Dairy products**

☐ 10 **Eggs**

☐ 110 **Infant formula**
Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

☐ 50 **Minimally processed fruits & vegetables**
Examples: Washed apple and trimmed beetroot.

☐ 60 **Processed fruits & vegetables**

☐ 30 **Processed meat, poultry & seafood products**

☐ 20 **Raw meat, poultry & seafood**

☐ 90 **Ready-to-eat meals & snacks**

☐ 100 **Sauces, soups, dressings & toppings**

☐ 120 **Shelf-stable products**
Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

☐ 18

Sell products made by others?

☐ 70 **Baked products (without filling or icing)**

☐ 80 **Baked products, with filling or icing**

☐ 40 **Dairy products**
Example: Scooping ice cream.

☐ 10 **Eggs**

☐ 110 **Infant formula**
Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

☐ 50 **Minimally processed fruits & vegetables**
Examples: Washed apple and trimmed beetroot.

☐ 60 **Processed fruits & vegetables**

☐ 30 **Processed meat, poultry & seafood products**

☐ 20 **Raw meat, poultry & seafood**

☐ 90 **Ready-to-eat meals & snacks**

☐ 100 **Sauces, soups, dressings & toppings**

☐ 120 **Shelf-stable products**
Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Do you:

☐ 22

Provide food to pre-school children?

For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo).

☐ 20 **Infant formula**

☐ 10 **Ready-to-eat meals & snacks**

☐ 21_010

Bake bread and bread products?

You should select this section if you bake bread and bread products only.

Note: *If you have ticked any of the Purple activities above (i.e. not including the Trading Operations and Processes sections) you can skip the remaining Green questions.*

☐ 35

Sell hot beverages and / or shelf-stable pre-packed food?

Food which does not require chilling or freezing.

☐ 10 **Hot beverage**
Examples: Coffee, tea and cocoa.

☐ 20 **Packaged food (shelf-stable products)**
In manufacturers' packaging.

☐ 36

Sell ice cream and iced confectionery?

(In manufacturers' packaging).

☐ 10 **Ice Cream**

☐ 20 **Iced confectionery**
Examples: Ice blocks, frozen yoghurt

SCOPE OF **OPERATIONS** FOR NP1 BUSINESSES

What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

- [ ] **Caterer**
  Provides food, supplies and services for a social occasion or function or within an education or other facility.
- [ ] **Eat-in premises**
  Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.
- [ ] **Export**
- [ ] **Home delivery**
  Examples: Pizza delivery, meals-on-wheels and grocery delivery.
- [ ] **Import**
  Either as a registered food importer or through an agent who is a registered importer.
- [ ] **Internet**
  On-line selling of food products.
- [ ] **Market**
  Example: Stall at farmers' or other market.
- [ ] **Mobile**
  Example: Food truck.
- [ ] **On-licence**
  Eat-in premises that sell alcohol for consumption at the same location.
- [ ] **Retail**
  Examples: Supermarket, dairy or other premises selling direct to the consumer.
- [ ] **Storage provider**
  Examples: Cold stores and warehouses.
- [ ] **Takeaway**
  Ready-to-eat meals sold for immediate consumption at another location.
- [ ] **Transport provider**
  Ambient or temperature-controlled transport.
- [ ] **Wholesale**
  Premises selling to other businesses.

Activities and products

Tick all the activities your business does, and the products you make and sell.

Do you:

☐ 35

Sell hot beverages and / or shelf-stable pre-packed food?

Food which does not require chilling or freezing.

☐ 10 **Hot beverage**
Examples: Coffee, tea and cocoa.

☐ 20 **Packaged food (shelf-stable products)**
In manufacturers' packaging.

☐ 36

Sell ice cream and iced confectionery?

(In manufacturers' packaging).

☐ 10 **Ice Cream**

☐ 20 **Iced confectionery**
Examples: Ice blocks, frozen yoghurt

☐ 34

Manufacture / make sugar or related products?

☐ 10 **Sugar**
Raw, brown, white and caster sugar.

☐ 20 **Sugar products**
Examples: Syrups (glucose), molasses, golden syrup and treacle.

☐ 33

Grow and / or pack food?

☐ 20 **Herbs & spices**
Fresh herbs & spices, cut or planted.

☐ 10 **Minimally processed fruits & vegetables**
Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.

☐ 40 **Mushrooms**
Mushrooms and fungi.

☐ 30 **Nuts, seeds & grains**

☐ 50 **Sprouts & microgreens**

☐ 37

Transport and distribute or warehouse food?

☐ 40 **Bulk food**
Bulk food in a container for transport.

☐ 20 **Chilled food**

☐ 10 **Frozen food**

☐ 50 **Hot food**

☐ 30 **Shelf-stable food**

☐ 32_010

Extract and pack honey?

SCOPE OF **OPERATIONS** FOR NP2 BUSINESSES

What does 'Scope of Operations' mean?

The term 'Scope of Operations' is used to describe the activities of your food business and also includes:

- the sector(s) a food business operates under the Food Act 2014,
- what products a food business makes and/or sells,
- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

- [ ] **Caterer**
  Provides food, supplies and services for a social occasion or function or within an education or other facility.
- [ ] **Eat-in premises**
  Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.
- [ ] **Export**
- [ ] **Home delivery**
  Examples: Pizza delivery, meals-on-wheels and grocery delivery.
- [ ] **Import**
  Either as a registered food importer or through an agent who is a registered importer.
- [ ] **Internet**
  On-line selling of food products.
- [ ] **Market**
  Example: Stall at farmers' or other market.
- [ ] **Mobile**
  Example: Food truck.
- [ ] **On-licence**
  Eat-in premises that sell alcohol for consumption at the same location.
- [ ] **Retail**
  Examples: Supermarket, dairy or other premises selling direct to the consumer.
- [ ] **Storage provider**
  Examples: Cold stores and warehouses.
- [ ] **Takeaway**
  Ready-to-eat meals sold for immediate consumption at another location.
- [ ] **Transport provider**
  Ambient or temperature-controlled transport.
- [ ] **Wholesale**
  Premises selling to other businesses.

Processes

What processes do you use in your food business?

- [ ] **Acidification**
  Using acid (low pH) to preserve food products. Examples: Mayonnaise, pickles and shelf stable condiments.
- [ ] **Concentration**
  Increase the thickness of food products by removing water for example malt extract or yeast.
- [ ] **Drying**
  Remove moisture from food to make products such as dried meat, milk powder and vegetable powder.
- [ ] **Fermentation**
  Using micro-organisms to make or preserve food products. Examples: Kimchee, sourkrout, pickles.
- [ ] **Pasteurisation (with heat)**
  Apply heat treatment to preserve food and drink products. Examples: Beer, juice, sauces.
- [ ] **None of the above**
  None of the above processes are used.

Operations

Tick all the activities your business does, and the products you work with.

Do you:

☐ 35

Sell hot beverages and / or shelf-stable pre-packed food?

Food which does not require chilling or freezing.

☐ 10

Hot beverage

Examples: Coffee, tea and cocoa.

☐ 20

Packaged food (shelf-stable products)

In manufacturers' packaging.

☐ 36

Sell ice cream and iced confectionery?

(In manufacturers' packaging).

☐ 10

Ice Cream

☐ 20

Iced confectionery

Examples: Ice blocks, frozen yoghurt

☐ 30

Sell manufacturer packaged chilled or frozen food?

☐ 60

Baked products (without filling or icing)

Examples: Parbaked bread and rolls.

☐ 70

Baked products, with filling or icing

Examples: Custard square, cream bun, sandwiches and filled roll.

☐ 40

Dairy products

Examples: Cheese, yoghurt, curd, smoothie, milkshake and cut cheese.

☐ 10

Eggs

Pickled eggs.

☐ 50

Processed fruits & vegetables

Processed and/ or cooked fruit & vegetable products. Examples: Pesto, juice, frozen vegetables, fruit salad, rice salad, coleslaw, pasta salad.

☐ 30

Processed meat, poultry & seafood products

Chilled or frozen, smoked, cooked, marinated, dried and processed products. Examples: Smoked chicken, cold smoked fish, salami, sausages, fish fingers, processed comminuted meat. May be cooked or raw.

☐ 20

Raw meat, poultry & seafood

Chilled or frozen poultry, meat, insects, fish, shellfish, live shellfish.

☐ 80

Ready-to-eat meals & snacks

Examples: Ready-to-eat meal, pizza, meat pie, savoury, filled roll, sandwiches and filled wrap.

☐ 90

Sauces, soups, dressings & toppings

Not shelf-stable. Examples: Dressing, dip, stock, bouillon and gravy.

Do you:

☐ 33

Grow and / or pack food?

☐ 20

Herbs & spices

Fresh herbs & spices, cut or planted.

☐ 10

Minimally processed fruits & vegetables

Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.

☐ 40

Mushrooms

Mushrooms and fungi.

☐ 30

Nuts, seeds & grains

☐ 50

Sprouts & microgreens

☐ 37

Transport and distribute or warehouse food?

☐ 40

Bulk food

Bulk food in a container for transport.

☐ 20

Chilled food

☐ 10

Frozen food

☐ 50

Hot food

☐ 30

Shelf-stable food

☐ 22

Provide food to pre-school children?

(For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo).

☐ 20

Infant formula

☐ 10

Ready-to-eat meals & snacks

☐ 32_010

Extract and pack honey?

What do you make?

Tick all the activities your business does, and the products you make (or process)

Do you:

☐ 34

Manufacture / make sugar or related products?

☐ 10

Sugar

Raw, brown, white and caster sugar.

☐ 20

Sugar products

Examples: Syrups (glucose), molasses, golden syrup and treacle.

☐ 23

Manufacture / make confectionery?

☐ 10

Chocolate & cocoa products

Includes chocolate, carob and compound chocolate products such as individual chocolates, blocks and bars, filled or enrobed products. Example: Scorched almonds.

☐ 20

Sugar confectionery

Examples: Caramels, toffees, hard boiled sweets, gums & jellied sweets, liquorice, fudge, marshmallow, nougat, icing, frosting, chewing gum and sherbet.

☐ 25

Manufacture / make crisps, popcorn, pretzels or similar snack products?

☐ 10

Crisps & chips

Examples: Potato and reconstituted potato chips, cassava and vegetable chips, rice crisps, corn chips, extruded chips and snacks, pretzels, bagel/ pita chips and crisps.

☐ 20

Snack products

Includes: Dried fruit and nut mixes and puffed wheat. Baked, fried and or curried pulses, popped corn and rice. Include examples: Bhuja mixes, rice snacks (nuts/seeds may be a minor component), curried peas, roasted chickpeas,

☐ 28

Manufacture / make shelf stable grain-based products?

☐ 10

Baked products (without filling or icing)

Shelf-stable. Examples: Savoury biscuits, sweet biscuits, enrobed biscuits, crackers, crispbreads, corn cakes, rice cakes, wafers, shelf-stable wraps, cereal/muesli bars that contain fruit, nuts, seeds etc. as minor components.

☐ 20

Baked products, with filling or icing

Shelf-stable. Baked products that are filled or iced after baking. Example: Filled biscuits.

☐ 30

Breakfast cereals

Examples: Muesli, cornflakes and extruded brans.

☐ 40

Pasta

Shelf-stable pasta.

☐ 29

Manufacture / make water products?

(Including ice, iced confectionery, and iced desserts)

☐ 10

Ice

Ice for direct consumption or to be used in packing or processing operations (party ice, bulk ice, salt-flaked ice) or water-based product (frozen or to be frozen).

☐ 20

Water-based desserts

Water-based chilled desserts or confections. Example: Jelly.

Do you:

☐ 26

Manufacture / make dried or dehydrated fruit or vegetables?

☐ 20

Dried fruit & nut mixes

Examples: Peanuts and raisins, mixed fruit and nut combination and scroggin mix.

☐ 10

Processed fruits & vegetables

Dried, dehydrated or candied fruits and vegetables. Dried split lentils or pulses. Examples: Fruit chips, crystallised fruit, fruit leather, desiccated coconut and split peas.

☐ 31_010

Manufacture / make frozen fruit or vegetables?

Select this section if you are cutting, shelling, dicing, and blanching fruit and / or vegetables and then freezing them.

☐ 21_010

Bake bread and bread products?

You should select this section if you bake bread and bread products only.

☐ 27

Manufacture / make shelf stable condiments?

☐ 20

Fermented fruit & vegetable products

Shelf-stable. Examples: Sauerkraut, kimchee and pickle.

☐ 50

Fermented sauces

Shelf-stable. Examples: Soy sauce and black bean sauce.

☐ 60

Nut & seed products

Shelf-stable nut & bean-based butters, spreads & pastes. Examples: Peanut butter and sweet bean paste.

☐ 10

Processed fruits & vegetables

Shelf-stable. Examples: Jam, fruit puree, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole and mustard.

☐ 40

Sauces, soups, dressings & toppings

Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce.

☐ 24

Process nuts, seeds and /or coffee?

☐ 20

Coffee bean products

Coffee beans whether raw, roasted or ground. Examples: Roasted and ground coffee beans.

☐ 40

Dried fruit & nut mixes

☐ 30

Nut & seed products

Examples: Nut or seed flour and nut/seed snack bars (where nuts/seeds are the principle component).

☐ 10

Nuts & seeds

Mixed nuts or seeds, whether raw, roasted, ground, flavoured or salted excluding raw nuts or seeds of one type only. Examples: Roasted almonds and spiced cashews.

SCOPE OF **OPERATIONS** FOR NP3 BUSINESSES

What does 'Scope of Operations' mean?

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- how products are sourced and/or supplied,
- how products are processed, if applicable, and
- how products are sold.

Why do I need to complete a 'Scope of Operations'?

If you are operating a food business you need to tell your local council or Ministry for Primary Industries (MPI) exactly what your business does.

What do I need to do?

Complete this form and submit it with your application for registration to your local council or MPI.

New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

Trading Operations

How do you source and supply your products / services?

Tick all the trading operations that your business is involved in.

- [ ] **Caterer**
  Provides food, supplies and services for a social occasion or function or within an education or other facility.
- [ ] **Eat-in premises**
  Examples: Restaurant, café, residential care early childhood education (ECE) centres and kōhanga reo.
- [ ] **Export**
- [ ] **Home delivery**
  Examples: Pizza delivery, meals-on-wheels and grocery delivery.
- [ ] **Import**
  Either as a registered food importer or through an agent who is a registered importer.
- [ ] **Internet**
  On-line selling of food products.
- [ ] **Market**
  Example: Stall at farmers' or other market.
- [ ] **Mobile**
  Example: Food truck.
- [ ] **On-licence**
  Eat-in premises that sell alcohol for consumption at the same location.
- [ ] **Retail**
  Examples: Supermarket, dairy or other premises selling direct to the consumer.
- [ ] **Storage provider**
  Examples: Cold stores and warehouses.
- [ ] **Takeaway**
  Ready-to-eat meals sold for immediate consumption at another location.
- [ ] **Transport provider**
  Ambient or temperature-controlled transport.
- [ ] **Wholesale**
  Premises selling to retailers.

Processes

What processes do you use in your food business?

- [ ] **Acidification**
  Using acid (low pH) to preserve food products. Examples: Mayonnaise, pickles and shelf stable condiments.
- [ ] **Concentration**
  Increase the thickness of food products by removing water for example malt extract or yeast.
- [ ] **Drying**
  Remove moisture from food to make products such as dried meat, milk powder and vegetable powder.
- [ ] **Fermentation**
  Using micro-organisms to make or preserve food products. Examples: Kimchee, sourkrout, pickles.
- [ ] **Holding at serving temperature**
  Holding at serving temperature in a pie warmer or bain-marie.
- [ ] **Pasteurisation (with heat)**
  Apply heat treatment to preserve food and drink products. Examples: Beer, juice, sauces.
- [ ] **Reheating**
  Reheating a food that has been previously cooked for immediate consumption. Examples: Reheating a frozen cooked ready-to-eat meal.
- [ ] **None of the above**
  None of the above processes are used.

Operations

Tick all the activities your business does, and the products you work with.

Do you:

Sell products made by others?

☐ 18

☐ 70 **Baked products (without filling or icing)**

☐ 80 **Baked products, with filling or icing**

☐ 40 **Dairy products**
Example: Scooping ice cream.

☐ 10 **Eggs**

☐ 110 **Infant formula**
Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

☐ 50 **Minimally processed fruits & vegetables**
Examples: Washed apple and trimmed beetroot.

☐ 60 **Processed fruits & vegetables**

☐ 30 **Processed meat, poultry & seafood products**

☐ 20 **Raw meat, poultry & seafood**

☐ 90 **Ready-to-eat meals & snacks**

☐ 100 **Sauces, soups, dressings & toppings**

☐ 120 **Shelf-stable products**
Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Grow and / or pack food?

☐ 33

☐ 20 **Herbs & spices**
Fresh herbs & spices, cut or planted.

☐ 10 **Minimally processed fruits & vegetables**
Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.

☐ 40 **Mushrooms**
Mushrooms and fungi.

☐ 30 **Nuts & seeds**

☐ 50 **Sprouts & microgreens**

Do you:

☐ 37

Transport and distribute or warehouse food?

☐ 40

Bulk food

Bulk food in a container for transport.

☐ 20

Chilled food

☐ 10

Frozen food

☐ 50

Hot food

☐ 30

Shelf-stable food

☐ 22

Provide food to pre-school children?

(For immediate consumption by children under 5 years of age in a centre based service setting (for example early childhood education service centres and kōhanga reo).

☐ 20

Infant formula

☐ 10

Ready-to-eat meals & snacks

☐ 32_010

Extract and pack honey?

What do you make?

Tick all the activities your business does, and the products you make (or process).

Do you:

☐ 34

Manufacture / make sugar or related products?

☐ 10

Sugar

Raw, brown, white and caster sugar.

☐ 20

Sugar products

Examples: Syrups (glucose), molasses, golden syrup and treacle.

☐ 23

Manufacture / make confectionery?

☐ 10

Chocolate & cocoa products

Includes chocolate, carob and compound chocolate products such as individual chocolates, blocks and bars, filled or enrobed products. Example: Scorched almonds.

☐ 20

Sugar confectionery

Examples: Caramels, toffees, hard boiled sweets, gums & jellied sweets, liquorice, fudge, marshmallow, nougat, icing, frosting, chewing gum and sherbet.

☐ 25

Manufacture / make crisps, popcorn, pretzels or similar snack products?

☐ 10

Crisps & chips

Examples: Potato and reconstituted potato chips, cassava and vegetable chips, rice crisps, corn chips, extruded chips and snacks, pretzels, bagel/ pita chips and crisps.

☐ 20

Snack products

Includes: Dried fruit and nut mixes and puffed wheat. Baked, fried and or curried pulses, popped corn and rice. Include examples: Bhuja mixes, rice snacks (nuts/seeds may be a minor component), curried peas, roasted chickpeas,

☐ 28

Manufacture / make shelf stable grain-based products?

☐ 10

Baked products (without filling or icing)

Shelf-stable. Examples: Savoury biscuits, sweet biscuits, enrobed biscuits, crackers, crispbreads, corn cakes, rice cakes, wafers, shelf-stable wraps, cereal/muesli bars that contain fruit, nuts, seeds etc as minor components.

☐ 20

Baked products, with filling or icing

Shelf-stable. Baked products that are filled or iced after baking. Example: Filled biscuits.

☐ 30

Breakfast cereals

Examples: Muesli, cornflakes and extruded brans.

☐ 40

Pasta

Shelf-stable pasta.

☐ 29

Manufacture / make water products?

(Including ice, iced confectionery, and iced desserts)

☐ 10

Ice

Ice for direct consumption or to be used in packing or processing operations (party ice, bulk ice, salt-flaked ice) or water-based product (frozen or to be frozen).

☐ 20

Water-based desserts

Water-based chilled desserts or confections. Example: Jelly.

Do you:

☐ 26

Manufacture / make dried or dehydrated fruit or vegetables?

☐ 20

Dried fruit & nut mixes

Examples: Peanuts and raisins, mixed fruit and nut combination and scroggin mix.

☐ 10

Processed fruits & vegetables

Dried, dehydrated or candied fruits and vegetables. Dried split lentils or pulses. Examples: Fruit chips, crystallised fruit, fruit leather, desiccated coconut and split peas.

☐ 31_010

Manufacture / make frozen fruit or vegetables?

Select this section if you are cutting, shelling, dicing, and blanching fruit and / or vegetables and then freezing them.

☐ 27

Manufacture / make shelf stable condiments?

☐ 20

Fermented fruit & vegetable products

Shelf-stable. Examples: Sauerkraut, kimchee and pickle.

☐ 50

Fermented sauces

Shelf-stable. Examples: Soy sauce and black bean sauce.

☐ 60

Nut & seed products

Shelf-stable nut & bean-based butters, spreads & pastes. Examples: Peanut butter and sweet bean paste.

☐ 10

Processed fruits & vegetables

Shelf-stable. Examples: Jam, fruit puree, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole and mustard.

☐ 40

Sauces, soups, dressings & toppings

Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce.

☐ 24

Process nuts, seeds and /or coffee?

☐ 20

Coffee bean products

Coffee beans whether raw, roasted or ground. Examples: Roasted and ground coffee beans.

☐ 40

Dried fruit & nut mixes

☐ 30

Nut & seed products

Examples: Nut or seed flour and nut/seed snack bars (where nuts/seeds are the principle component).

☐ 10

Nuts & seeds

Mixed nuts or seeds, whether raw, roasted, ground, flavoured or salted excluding raw nuts or seeds of one type only. Examples: Roasted almonds and spiced cashews.

Do you:

☐ 20

Manufacture / make dry mix products?

☐ 10

Dried mixes containing animal products

Dried soups and stocks, meal bases, sauces and gravies containing meat, poultry or seafood.
Example: Gravy powder.

☐ 20

Dried mixes not containing animal products

Dried soups, meal bases, sauces and gravies, baking mixes, beverage mixes, batter mixes, coating and stuffing mixes and dessert mixes.
Examples: Bread mix, cakes mix, pancake mix, breadcrumbs, custard powder, flavoured drink powder, sports drink powder, milkshake mix, instant tea and coffee mix, tea bags, chocolate and malt drink powder, coffee substitute powder

☐ 16

Manufacture / make food additives, processing aids, vitamins, minerals, or other nutrients for adding to food?

☐ 10

Food additives

Examples: Acidity regulators, anti-caking agents, antioxidants, bulking agents, colourings, colour fixatives, emulsifiers, firming agents, flavours and flavour enhancers, foaming agents, gelling agents, glazing agents, humectants, intense sweeteners, preservatives, propellants, raising agents, sequestrants, stabilisers and thickeners.

☐ 30

Processing aids

Examples: Isinglass, (clarifying agent), Hydrogen peroxide (bleaching agent). Enzymes of animal origin. Example: Pepsin. Enzymes of plant origin. Example: Actinidin.

☐ 20

Vitamins & minerals

Examples: Folic acid, iodine and vitamin C.

☐ 40

Yeast & yeast products

Examples: Baker's and brewer's yeast.

☐ 14

Manufacture / make non-alcoholic beverages?

☐ 30

Formulated drinks

Examples: Energy, sports and electrolyte drinks.

☐ 40

Fruit & vegetable juice

Shelf-stable or non-shelf-stable. Examples: Fruit and vegetable juices, juice concentrates, berry juice smoothie drink and chilled juice.

☐ 20

Soft drinks

Examples: Cola drinks, soft drinks, mixers, cordials, post mix syrup, ready-to-drinks based on coffee, tea or herbs, kombucha, Water Kefir and traditional brewed ginger beer.

☐ 10

Water

Bottled water - still, carbonated, flavoured.

Do you:

☐ 15

Manufacture / make oils or fats for food?

☐ 30

Animal fats

Examples: Tallow, lard and duck fat.

☐ 10

Edible oils

Vegetable/ Seed/ Fruit/ Nut oils. Examples: Canola, sunflower, rice bran, olive, avocado, coconut, hazelnut oils, also oils infused with flavouring (and may contain the flavouring product e.g. cloves of garlic).

☐ 20

Margarine & table spreads

Fat and oil based products.

☐ 13

Manufacture / make vinegar, alcoholic beverages or malt extract?

☐ 40

Alcoholic beverages - other

Products other than beer, wine, fruit & vegetables, wine or spirits. Example: Ready-to-drink.

☐ 10

Beer

Examples: Stout, light beer, lager, ale, pilsner and draught.

☐ 20

Malt extract

☐ 60

Spirits & liqueurs

Examples: Gin and brandy.

☐ 30

Wine & wine products

Grape wine, fruit & vegetable wine, fruit & vegetable wine products.

☐ 50

Vinegar

Example: Wine vinegar.

☐ 19

Process of herbs or spices?

Select this section if you prepare or manufacture spices or herbs or buy bulk herbs or spices and blend and/ or repack them.

☐ 10

Herbs & spices

More than minimal processing. Examples: Grinding, blending, repacking, drying or extracting.

☐ 20

Salt

Examples: Salt and flavoured salt.

☐ 17

Process grain?

Select this section if you mill, malt, roll or roast grains.

☐ 20

Processed cereal & meal products

Flours, meals, starches, malted grains, rolled/ flaked grains, heat treated & torrefied grains. Examples: White and wholemeal flours, grits, semolina, polenta, cornflour, rolled oats, flaked rice, bulgur, freekeh and puffed wheat.

☐ 10

Whole grains

Whole grains & kibbles. Examples: Pearl barley, groats, kibbled.