

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?	<input type="checkbox"/> MPI template food control plan <input type="checkbox"/> National Programme 1 <input type="checkbox"/> National Programme 2 <input type="checkbox"/> National Programme 3
Are you registering a business with only one site, or more than one site?	<input type="checkbox"/> Only one site <input type="checkbox"/> 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)	<input type="checkbox"/> 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)	<input type="checkbox"/> Same as legal name above.
Postal address of operator	<input type="checkbox"/> 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	<input type="checkbox"/> This address is a private dwelling house and I wish it to be withheld from the public register.		
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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	<input type="checkbox"/> 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) <small>(For template food control plan registrations only. Tick box to confirm company registration certificate is attached for any limited liability companies)</small>	NZ Business Number <small>(where applicable)</small>	Site trading name, if any <small>(i.e. 'Trading As')</small>	Street/physical address (location of actual place) <small>(Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)</small>	Vehicle registration numbers <small>(mobile businesses only)</small>	Site day-to-day manager position
E.g. ABC Foods Limited <input checked="" type="checkbox"/>		E.g. Yummy CakesRUs, Wellington Store	E.g. 123 Cakes Road, Faketown 1234 <input checked="" type="checkbox"/>		E.g. Store Manager
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
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<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

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

Cheques by post: send completed application form and cheque to: Ōpōtiki District Council, PO Box 44, Ōpōtiki 3162.

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, whichever 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 1993, 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.



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.

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

2

Ready-to-eat meals & snacks

10 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.

Chinese style roast duck

50

Doner meat

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

Minimally processed fruits and vegetables

20 Example: Washed apples.

Sushi

30 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:

Sell products that you prepare and / or make?

1	Baked products (without filling or icing)	60	Processed fruits & vegetables
70	Baked products, with filling or icing	30	Processed meat, poultry & seafood products
80	Dairy products		Raw meat, poultry & seafood
40	Eggs	20	Ready-to-eat meals & snacks
10	Infant formula	90	Sauces, soups, dressings & toppings
110	Examples: Infant formula, follow-on formula and infant formula products for special dietary use.	100	Shelf-stable products
	Minimally processed fruits & vegetables	120	Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.
50	Examples: Washed apple and trimmed beetroot.		

Sell products made by others?

18	Baked products (without filling or icing)	60	Processed fruits & vegetables
70	Baked products, with filling or icing	30	Processed meat, poultry & seafood products
80	Dairy products		Raw meat, poultry & seafood
40	Example: Scooping ice cream.	20	Ready-to-eat meals & snacks
	Eggs	90	Sauces, soups, dressings & toppings
10	Infant formula	100	Shelf-stable products
110	Examples: Infant formula, follow-on formula and infant formula products for special dietary use.	120	Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.
	Minimally processed fruits & vegetables		
50	Examples: Washed apple and trimmed beetroot.		

Do you:

Provide food to pre-school children?

²² 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).

Infant formula

20

Ready-to-eat meals & snacks

10

Bake bread and bread products?

^{21_010} 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.*

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

³⁵ Food which does not require chilling or freezing.

Hot beverage

10 Examples: Coffee, tea and cocoa.

Packaged food (shelf-stable products)

20 In manufacturers' packaging.

Sell ice cream and iced confectionery?

³⁶ (In manufacturers' packaging).

Ice Cream

10

Iced confectionery

20 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.



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:

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

35 Food which does not require chilling or freezing.

Hot beverage

10 Examples: Coffee, tea and cocoa.

Packaged food (shelf-stable products)

20 In manufacturers' packaging.

Sell ice cream and iced confectionery?

36 (In manufacturers' packaging).

Ice Cream

10

Iced confectionery

20 Examples: Ice blocks, frozen yoghurt

Manufacture / make sugar or related products?

34

Sugar

10 Raw, brown, white and caster sugar.

Sugar products

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

Grow and / or pack food?

33

Herbs & spices

20 Fresh herbs & spices, cut or planted.

Mushrooms

40 Mushrooms and fungi.

Minimally processed fruits & vegetables

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

Nuts, seeds & grains

30

Sprouts & microgreens

50

Transport and distribute or warehouse food?

37

Bulk food

40 Bulk food in a container for transport.

Frozen food

10

Hot food

50

Chilled food

20

Shelf-stable food

30

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.



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:

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

35

Food which does not require chilling or freezing.

Hot beverage

10

Examples: Coffee, tea and cocoa.

Packaged food (shelf-stable products)

20

In manufacturers' packaging.

Sell ice cream and iced confectionery?

36

(In manufacturers' packaging).

Ice Cream

10

Iced confectionery

20

Examples: Ice blocks, frozen yoghurt

Sell manufacturer packaged chilled or frozen food?

30

Baked products (without filling or icing)

60

Examples: Parbaked bread and rolls.

Processed meat, poultry & seafood products

30

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.

Baked products, with filling or icing

70

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

Dairy products

40

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

Raw meat, poultry & seafood

20

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

Eggs

10

Pickled eggs.

Ready-to-eat meals & snacks

80

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

Processed fruits & vegetables

50

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

Sauces, soups, dressings & toppings

90

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

Do you:

Grow and / or pack food?

33

Herbs & spices

20 Fresh herbs & spices, cut or planted.

Mushrooms

40 Mushrooms and fungi.

Minimally processed fruits & vegetables

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

Nuts, seeds & grains

30

Sprouts & microgreens

50

Transport and distribute or warehouse food?

37

Bulk food

40 Bulk food in a container for transport.

Frozen food

10

Hot food

50

Chilled food

20

Shelf-stable food

30

Provide food to pre-school children?

22

(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).

Infant formula

20

Ready-to-eat meals & snacks

10

Extract and pack honey?

32_010

What do you make?

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

Do you:

Manufacture / make sugar or related products?

34

Sugar

10 Raw, brown, white and caster sugar.

Sugar products

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

Manufacture / make confectionery?

23

Chocolate & cocoa products

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

Sugar confectionery

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

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

25

Crisps & chips

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

Snack products

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

Manufacture / make shelf stable grain-based products?

28

Baked products (without filling or icing)

10 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.

Baked products, with filling or icing

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

Breakfast cereals

30 Examples: Muesli, cornflakes and extruded brans.

Pasta

40 Shelf-stable pasta.

Manufacture / make water products?

29

(Including ice, iced confectionery, and iced desserts)

Ice

10 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).

Water-based desserts

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

Do you:

Manufacture / make dried or dehydrated fruit or vegetables?

26

Dried fruit & nut mixes

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

Processed fruits & vegetables

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

Manufacture / make frozen fruit or vegetables?

31_010

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

Bake bread and bread products?

21_010

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

Manufacture / make shelf stable condiments?

27

Fermented fruit & vegetable products

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

Fermented sauces

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

Nut & seed products

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

Processed fruits & vegetables

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

Sauces, soups, dressings & toppings

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

Process nuts, seeds and /or coffee?

24

Coffee bean products

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

Dried fruit & nut mixes

40

Nut & seed products

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

Nuts & seeds

10 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'?

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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.

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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

Baked products (without filling or icing)

70

Baked products, with filling or icing

80

Dairy products

40

Example: Scooping ice cream.

Eggs

10

Infant formula

110

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

Minimally processed fruits & vegetables

50

Examples: Washed apple and trimmed beetroot.

Grow and / or pack food?

33

Herbs & spices

20

Fresh herbs & spices, cut or planted.

Minimally processed fruits & vegetables

10

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

Processed fruits & vegetables

60

Processed meat, poultry & seafood products

30

Raw meat, poultry & seafood

20

Ready-to-eat meals & snacks

90

Sauces, soups, dressings & toppings

100

Shelf-stable products

120

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup, jar of mayonnaise.

Mushrooms

40

Mushrooms and fungi.

Nuts & seeds

30

Sprouts & microgreens

50

Do you:

Transport and distribute or warehouse food?

37

Bulk food

40

Bulk food in a container for transport.

Frozen food

10

Hot food

50

Chilled food

20

Shelf-stable food

30

Provide food to pre-school children?

22

(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).

Infant formula

20

Ready-to-eat meals & snacks

10

Extract and pack honey?

32_010

What do you make?

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

Do you:

Manufacture / make sugar or related products?

34

Sugar

10 Raw, brown, white and caster sugar.

Sugar products

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

Manufacture / make confectionery?

23

Chocolate & cocoa products

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

Sugar confectionery

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

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

25

Crisps & chips

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

Snack products

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

Manufacture / make shelf stable grain-based products?

28

Baked products (without filling or icing)

10 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.

Baked products, with filling or icing

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

Breakfast cereals

30 Examples: Muesli, cornflakes and extruded brans.

Pasta

40 Shelf-stable pasta.

Manufacture / make water products?

29

(Including ice, iced confectionery, and iced desserts)

Ice

10 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).

Water-based desserts

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

Do you:

Manufacture / make dried or dehydrated fruit or vegetables?

26

Dried fruit & nut mixes

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

Processed fruits & vegetables

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

Manufacture / make frozen fruit or vegetables?

31_010

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

Manufacture / make shelf stable condiments?

27

Fermented fruit & vegetable products

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

Fermented sauces

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

Nut & seed products

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

Processed fruits & vegetables

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

Sauces, soups, dressings & toppings

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

Process nuts, seeds and /or coffee?

24

Coffee bean products

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

Dried fruit & nut mixes

40

Nut & seed products

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

Nuts & seeds

10 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:

Manufacture / make dry mix products?

20

Dried mixes containing animal products

10

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

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

16

Food additives

10

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.

Vitamins & minerals

20

Examples: Folic acid, iodine and vitamin C.

Yeast & yeast products

40

Examples: Baker's and brewer's yeast.

Manufacture / make non-alcoholic beverages?

14

Formulated drinks

30

Examples: Energy, sports and electrolyte drinks.

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.

40

Fruit & vegetable juice

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

10

Water

Bottled water - still, carbonated, flavoured.

Do you:

Manufacture / make oils or fats for food?

15

Animal fats

30 Examples: Tallow, lard and duck fat.

Margarine & table spreads

20 Fat and oil based products.

Edible oils

10 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).

Manufacture / make vinegar, alcoholic beverages or malt extract?

13

Alcoholic beverages - other

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

Spirits & liqueurs

60 Examples: Gin and brandy.

Beer

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

Wine & wine products

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

Malt extract

20

Vinegar

50 Example: Wine vinegar.

Process of herbs or spices?

19

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

Herbs & spices

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

Salt

20 Examples: Salt and flavoured salt.

Process grain?

17

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

Processed cereal & meal products

20 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.

Whole grains

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