

# Application for registration of a Food Business

Food Act 2014



## BEFORE YOU START, LETS CHECK THAT YOU HAVE EVERYTHING YOU WILL NEED:

You need to use the 'Where Do I Fit' tool on the Ministry of Primary Industries (MPI) website to find out what rules you need to follow under the Food Act 2014, complete online at <http://www.mpi.govt.nz/food-safety/food-act-2014/where-do-i-fit/>. This will give you an outcome of what registration type you fit in.

You may then need to complete the document 'Scope of Operations' (visit and complete the document online at <http://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/> under 'Application forms' or complete the document attached to this form (if you obtain it over the counter). Once completed, print off and submit with this application. The information provided will assist in describing to Council what activities you carry out.

If you are applying for a National Programme (NP) registration, you can choose your verifier. You will need a confirmation letter from your verifier to attach to this application. A list of recognised verification (or audit) agencies can be found on the Ministry of Primary Industries (MPI) website <http://www.mpi.govt.nz/food-safety/food-act-2014/registers-and-lists/>. The law requires Councils to verify businesses registered under the template food control plan, but NOT National Programmes.

If your business is a registered limited liability company, provide a copy of the company registration certificate. See [www.companies.govt.nz](http://www.companies.govt.nz). You need to make sure 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 YD2(2)) of the Income Tax Act 2007.

## 1. Registration type

(Please tick circles where applicable)

- Ministry of Primary Industries (MPI) template food control plan: Food Service, Care Safe and Specialist Retail
- National Programme Level 3 (NP3)
- National Programme Level 2 (NP2)
- National Programme Level 1 (NP1)

Was your business registered before 1 March 2016? If so what was your registration ID Number(s):

Yes  No ID Number(s) (e.g. FSA-JBIP-12345 or WEBB-12345)

## 2. Business details

This section is for the owner or person in control of the food business. If you are applying for a National Programme 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, the operator is the person responsible for the food control plan and the other businesses and addresses.

What type of operator is your business, do you or are you a:

- Registered Limited Company (If so, please attach a copy of the NZ Companies Office registration)  attached
- Registered NZ Business (If so, please supply your NZ business number)
- an Individual  Partnership

Trading name

Legal Name(s) of operator

## 3. Operator contact details

This information must be provided to be registered. However, if the address is a dwellinghouse, you may ask that the address is withheld from the public register by ticking the box below.

Physical Premises Address (site 1)

Postal Address (for all sites)

Withhold address from public register  Physical Premises Address  Postal address

Contact person—Full Name

Contact person—Position held

Contact numbers

Phone (Daytime)

Phone (Afterhours)

Mobile

Email

### 3. Operator contact details

Operator day to day—Full Name

Operator day to day—Position held

### 4. Additional sites

Do you wish to register more than one site that is situated in the Rangitikei District? If yes, please provide the details for these addresses below:

Yes  No

Details for other addresses:

Trading name (site 2)

Legal Name(s) of operator (site 2)

Physical Premise Address (site 2)

Withhold address from public register  Physical Premise Address

Operator day to day—Full Name

Operator day to day—Position held

Trading name (site 3)

Legal Name(s) of operator (site 3)

Physical Premise Address (site 3)

Withhold address from public register  Physical Premise Address

Operator day to day—Full Name

Operator day to day—Position held

Trading name (site 4)

Legal Name(s) of operator (site 4)

Physical Premise Address (site 4)

Withhold address from public register  Physical Premise Address

Operator day to day—Full Name

Operator day to day—Position held

### 5. Verification & Scope of Operations

(Please tick circles where applicable)

Who will be doing your verification?

Council  Other (insert name of verification agency)

Attach a copy of confirmation letter from your verification agency

Have you completed the 'Scope of Operations' document? (this is the range of products that you produce)

Yes  Attach a copy of the Scope of Operations

## 6. Applicant Statement

I confirm that:

- 1) I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
- 2) The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
- 3) 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 any kind (whether in New Zealand or elsewhere) that are regulated under the Food Act 2014; and
- 4) 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; and
- 5) The operator of the food business is able to comply with the requirements of the Food Act 2014.

Full Name

Job Title

Signature

Dated

## 7. Payment details

Charges are set annually by Council and can be found by visiting <https://www.rangitikei.govt.nz/services/permits-food-licensing/food-premises>.

Payment can be made by:

Cheque— **post** to Rangitikei District Council, Private Bag 1102, Marton 4741 or  
**hand deliver** to Rangitikei District Council, 46 High Street Marton

Cash or Eftpos— **over the counter** at Rangitikei District Council, 46 High Street Marton, 90 Hautapu Street Taihape

Internet banking—Bank account name: Rangitikei District Council  
Account number: 03-0683-0195600-00  
Particulars field: quote your Business or trading name  
Code field: Food Business  
Reference: Application type e.g. MPI, NP1, NP2 or NP3

## 8. Collection of information

### Collection of Personal Information

Pursuant to Principle 3 of the Privacy Act 1993, we advise that:

1. This information is being collected for the purpose of registering under the Food Act 2014; and
2. The recipient of this information, which is the agency that will collect and hold the information, is MPI, PO Box 2526, Wellington 6140 and Rangitikei District Council, Private Bag 1102, Marton 4741;
3. Some of the information collected will be displayed on a public register; and
4. 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; and
5. The supply of this information is voluntary; and
6. 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, which ever applies; and

### Collection of Official Information

1. 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.
2. If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries must consider any such request in accordance with its obligations under the Official Information Act 1982 and any other applicable legislation.

## 9. Return your completed application

Post to: Rangitikei District Council, Private Bag 1102, Marton 4741, Attention Environmental Health Officer  
Hand deliver to: Rangitikei District Council, 46 High Street Marton  
Email to: [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz) or Fax to: 06 3276970

## Office use only

Date received	<input type="text"/>	Received by:	<input type="text"/>			
			(print name)			
Approved:	<input type="text" value="YES"/>	<input type="text" value="NO"/>	Approved by:			
	(please circle whichever is applicable)		(print name)			
Date approved	<input type="text"/>	Approval signature:	<input type="text"/>			
Liquor Licence req.?	<input type="text" value="YES"/>	<input type="text" value="NO"/>	Inspection time:	<input type="text"/>	Category:	<input type="text"/>
	(please circle whichever is applicable)					
Is a Grease trap req?	<input type="text" value="YES Compliant"/>	<input type="text" value="Non Compliant"/>	<input type="text" value="No"/>			
	(please circle whichever is applicable)					



# Scope of Operations

## 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.

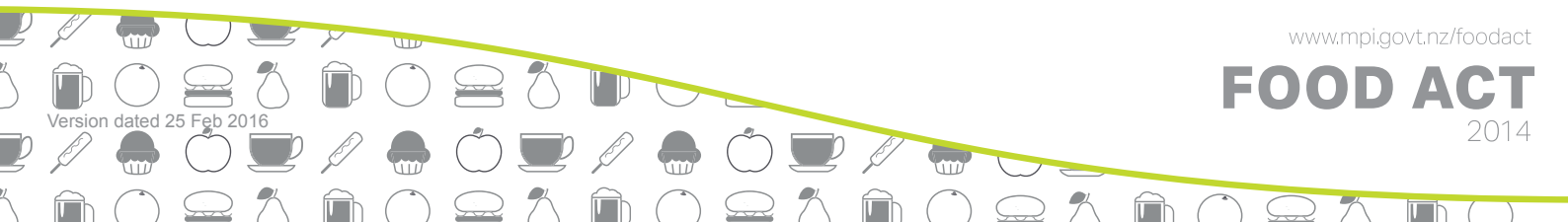
## Why do I need to complete a 'Scope of Operations'?

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. One way to do this is by filling out the 'Scope of Operations' cards.

You need to complete the 'Scope of Operations' before you register. If you decide to do this by filling out the following 'Scope of Operations' cards, make sure you include your completed 'Scope of Operations' cards with your application form. Businesses that are exempt from registration are defined in section 31 and Schedule 3 of the Food Act 2014. You can view these exemptions at [www.legislation.govt.nz](http://www.legislation.govt.nz).

## What do I need to do?

You can do this by completing the appropriate 'Scope of Operations' cards for your business and submitting them with your application for registration to your local council or MPI.



All businesses must complete this card.

## 1. Trading Operations – how you source and supply your products/services

Tick at least one of the trading operations from this section. If your business is involved in more than one trading operation tick all the relevant activities.

### **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.

### **Retail**

Examples: Supermarket, dairy or other premises selling direct to the consumer.

### **On-licence**

Eat-in premises that sell alcohol for consumption at the same location.

### **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 retailer.

## 2. 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.

### **Aseptic processing/ packaging**

Apply heat treatment to preserve food products for an extended period of time. Examples: Ultra-High-Temperature (UHT) milk, UHT beverages, UHT stocks and soups.

### **Canning/ retorting**

Apply high temperature and pressure to make canned food products that have an extended shelf life. Examples: Canned baked beans/ spaghetti, canned fish, and canned fruit.

### **Concentration**

Increase the thickness of food products by removing water for example malt extract or condensed milk.

### **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, yoghurt, feta cheese, uncooked comminuted fermented meats and salami.

### **Handling chilled RTE products**

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

### **High-pressure processing**

Using high pressure to extend shelf-life of food. Examples: Salad dressing, juice, salads, guacamole, smoothies and meat.

### **Holding at serving temperature**

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

### **Irradiation**

Apply radiation to preserve food products, or destroy pathogens. Examples: Irradiated herbs and spices.

### **Novel or unique process**

Applying any of the follow processes to food products: Ohmic, cold plasma, ultrasonication, hydrodynamic, electromagnetic processes (pulsed electric field, radio frequency, ultra-violet (UV) etc), microwave pasteurisation, experimental cuisine and/ or molecular gastronomy.

### **Pasteurisation (with heat)**

Apply heat treatment to preserve food and drink products. Examples: Milk, beer, juice or meat (pâte').

### **Processing chilled RTE (ready-to-eat) products**

Processes to produce chilled ready-to-eat products with a shelf-life of more than 5 days. Examples: Cooked ham, cooked small goods (requiring time/ temperature combinations to control pathogens such as *Listeria*).

### **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.

## How do I complete the cards?

**Step 1:** Select (tick) all that apply to you.

**Step 2:** For the ones you have (ticked) complete those card(s)

<p><b>Retail food</b> Sells food or drink directly to customers in a retail store or shop. Examples: Bakeries, dairies, fishmongers, retail butchers, and supermarkets that have an on-site butchery, bakery, or delicatessen .</p> <p>2</p>	<p><b>Grow and/or pack fresh fruit or vegetables</b> Businesses that grow, harvest, and/or minimally process horticultural produce following harvest. Examples: Drying of nuts in their shells, or wholesale of horticultural produce that was grown by others.</p> <p>5</p>
<p><b>Food service – serves/sells food directly to customers to be eaten straight away</b> Examples: Cafés, restaurants / hospitals / takeaway shops, pubs that prepare food.</p> <p>3</p>	<p><b>Transport, distribute or warehouse food</b> Where these are the only/main activities of your food business.</p> <p>6</p>
<p><b>Manufacture, bake or process food</b> Food not for direct sale to consumers.</p> <p>4</p>	<p><b>Provide food to pre-school children</b> Businesses providing food as part of paid service in a centre-based service settings. Examples: Early childhood education (ECE) centres and kōhanga reo.</p> <p>7</p>
<p><b>Extracts and packs honey</b> Select (tick) and <a href="#">go to card 1</a>.</p>	<p><b>Exempt</b> Part of my business is exempt from registration as referenced in Schedule 3 of the Food Act 2014. Select (tick) and <a href="#">go to card 1</a>.</p>

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## Where can I go for assistance?

Contact your local council or Ministry for Primary Industries (MPI) if required.

# Card 2

2

## Retail — Sell food or drink to customers in a retail store or shop

**Step 1.** Tick the boxes beside each of the section titles (1-5) to show what your business sells.

**Step 2.** For each section you have selected tick the products that you sell, or make and sell. If the food products don't seem to be those you make or sell then re-consider whether this section is relevant or not as there could be a better match.

### 1. Sell only hot beverages and shelf-stable pre-packed food

Food which does not require chilling or freezing.

#### Hot beverage

Examples: Coffee, tea and cocoa.

#### Packaged food (shelf-stable products)

In manufacturers' packaging.

### 2. Sell only ice cream and iced confectionery

(In manufacturers' packaging).

#### Iced confectionery

Examples: Ice blocks, frozen yoghurt

#### Ice Cream

### 3. Sell only manufacturer packaged chilled or frozen food

Food which requires chilling or freezing including raw and heat processed foods that must be kept chilled or frozen to ensure safety on consumption. Excluding ice cream, iced confectionery and iced dessert.

#### Baked products (without filling or icing)

Examples: Parbaked bread and rolls.

#### Baked products, with filling or icing

Examples: Iced cake, custard square, cream bun, sandwiches and filled roll.

#### Dairy products

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

#### Eggs

Pickled eggs.

#### 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.

#### Processed fruits & vegetables

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

#### Raw meat, poultry & seafood

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

#### Ready-to-eat meals & snacks

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

#### Sauces, soups, dressings & toppings

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



## 4. Sell products made by others

You may open and handle these products. Examples reheating, repacking or thawing.

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

**Baked products, with filling or icing**

**Dairy products**

**Eggs**

**Infant formula**

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

**Minimally processed fruits & vegetables**

Examples: Washed apple and trimmed beetroot.

**Processed fruits & vegetables**

**Processed meat, poultry & seafood products**

**Raw meat, poultry & seafood**

**Ready-to-eat meals & snacks**

**Sauces, soups, dressings & toppings**

**Shelf-stable products**

Under ambient conditions. Examples: Packet of biscuits, can of tomato soup and jar of mayonnaise. They may be sold in manufacturers' packaging or removed from the manufacturers' packaging. Example: Bulk bin foods.

**Ice cream**

Example: Scooping ice cream.

## 5. Sell products that you prepare and/or make

Select this section if your business prepares or manufactures / makes products from the list below:

If your business is:

**4** A wholesale bakery [go to 4.1](#)

A bakery that makes only bread and bread products [go to 4.2](#)

If your business prepares or manufactures or makes meat, poultry, or fish products you also need to complete [4.14](#).

If your business makes shelf-stable grainbased products [go to 4.20](#)

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

**Baked products, with filling or icing**

**Dairy products**

**Eggs**

**Infant formula**

**Minimally processed fruits & vegetables**

**Processed fruits & vegetables**

**Processed meat, poultry & seafood products**

**Raw meat, poultry & seafood**

**Ready-to-eat meals & snacks**

**Sauces, soups, dressings & toppings**

**Shelf-stable products**

# Card 3

3

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

Select this section if your business prepares or manufactures and/or serves meals, snacks, or beverages, e.g. cafés, restaurants / hospitals / takeaway shops.

**7** If you are only serving food to pre-school children in a early childhood education setting [go to 7.1](#)

### 1. What types of food does your food service produce?

#### **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.

#### **Chinese style roast duck**

#### **Doner meat**

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

#### **Minimally processed fruits and vegetables**

Example: Washed apples.

#### **Sushi**

Sushi rolls and sashimi.

# Card 4

4

## Manufacture, bake or process food

**Step 1:** Complete this section if your business is involved in any of the listed activities (these food products are not usually for direct sale to consumers).

**Step 2:** Tick the boxes besides each of the section titles (1-27) to show what your business manufacturers' / makes or processes.

**Step 3.** If you have not selected a product find the right card.

### 1. Bake and wholesale products

Tick and complete the section of the card that is relevant to your business.

**2** If your business is a retail bakery [go to 2.5](#)

**4** If your business makes only bread and bread products [go to 4.2](#)

If your business prepares or manufactures only shelf stable products such as savoury or sweet biscuits [go to 4.20](#)

#### Baked products (without filling or icing)

Examples: Muffin, slice, cake and biscuits.

#### Baked products, with filling or icing

Baked products that are filled or iced after baking. Examples: Iced cake, custard square, cream bun, sandwiches and filled roll.

#### Breads

Examples: Bread, bread rolls.

#### Ready-to-eat meals & snacks

Examples: Meat pie, samosa, pizza and quiche.

### 2. Bake only bread and bread products

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

If you make other products such as cakes, muffins, slices, biscuits or filled sandwiches or rolls then you should consider the following sections to see if they are more relevant.

**2** Retail bakery [go to 2.5](#)

**4** Wholesale bakery [go to 4.1](#)

#### Breads

Examples: Bread, bread rolls, bagels, pita bread and raisin bread.

### 3. Manufacture / make commercially sterilized food products

#### Dairy products

Examples: Ultra-High-Temperature (UHT) milk, cream and custard in tetra pak.

#### Fruit & vegetable products

Examples: Canned corn and canned fruit.

#### Processed fruits & vegetables

Examples: Low acid canned fruit or vegetables, juice in bottles, pasta sauce in jars, UHT soy milk and UHT almond milk.

#### Processed meat, poultry & seafood products

Examples: Canned fish, canned beef and canned chicken.

#### Sauces, soups, dressings & toppings

Shelf stable. Examples: Curry sauce, soup or stock in a pouch.

## 4. Manufacture / make confectionery

**4** If your business makes ice, iced confectionery, and iced desserts or water based products [go to 4.24](#)

### Chocolate & cocoa products

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

### Sugar confectionery

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

## 5. Manufacture / make crisps, popcorn, pretzels or similar snack products

**4** If your business makes or manufacturers nut snacks [go to 4.27](#)

For other snack products use this section.

### 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.

### Snack products

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, 'popped' popcorn and puffed rice.

## 6. Manufacture / make dairy products

Complete this section if your business prepares or manufactures products whose main ingredients are derived from dairy material or dairy products.

### Blended and / or encapsulated dairy products

Examples: Colostrum tablets, sports protein powder.

### Butter products

Examples: Butter, garlic butter.

### Cheese

Soft and hard cheeses, fresh and ripened cheeses.

### Condensed & evaporated milk

Example: Sweetened condensed milk.

### Cream products

Examples: Clotted cream, cultured cream and sour cream.

### Dairy desserts

Examples: Cheesecake, mousse and custard.

### Dried dairy products

Milk powder, protein powder and whey powder. Excludes infant formula.

### Fermented or renneted dairy products

Examples: Yoghurt and cultured buttermilk.

### Ice cream

### Liquid milk

In consumer packs.

### Raw milk dairy products

Any dairy product made using raw milk.

## 7. Manufacture / make dried or dehydrated fruit or vegetables

**4** If your business processes herbs or spices [go to 4.25](#)

**5** If your business grows and packs fresh fruit or vegetables [go to 5.1](#)

### Dried fruit & nut mixes

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

### 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.

## 8. Manufacture / make dry mix products

Select this section if your business prepares, manufactures / makes, blends, or packs dry mix powder products, including powdered desserts, drinks, flavouring, soups or sauces.

If your business makes or manufacturers:

- 4** Dairy powders / blends [go to 4.6](#)
- Dried fruit or vegetable powders [go to 4.7](#)
- Infant or follow-on formula [go to 4.9](#)
- Dried meat powders [go to 4.14](#)
- Dried egg products [go to 4.17](#)

### Dried mixes containing animal products

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

### 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 and non-dairy coffee whitener.

## 9. Manufacture/make food for vulnerable populations

Complete this section if your business manufactures or makes food products specifically for the following people:

- Children under 5
- People over 65
- Pregnant women or
- People with compromised immune systems

### Formula meals & supplementary foods

These are foods for individuals whose dietary management can not be completely achieved without their use. They are intended to be used under medical supervision. Example: Powdered food contained in an individual sachet

### Foods for infants

Examples: Puree, rusks, baby cereal, ready to eat baby food, fruit drink and vegetable drink.

### Infant formula

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

### Ready-to-eat meals & snacks

Example: Meals or snacks intended for hospital patients, children under 5, people over 65 or pregnant women.

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

### 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.

### Processing aids

Examples: Isinglass, (clarifying agent), Hydrogen peroxide (bleaching agent).

Enzymes of animal origin. Example: Pepsin.  
Enzymes of plant origin. Example: Actinidin.

### Vitamins & minerals

Examples: Folic acid, iodine and vitamin C.

### Yeast & yeast products

Examples: Baker's and brewer's yeast.

Note: More information on definitions for food products found on this card go to <http://www.foodstandards.gov.au> Australia and New Zealand Foods Standards Code (ANZSC).

## 11. Manufacture / make fresh ready-to-eat salads

### Fruit & vegetable salads

With or without dressing. Examples: Fruit salad, green salad (bagged or binned), coleslaw, salad kit and mixed vegetable salad.

### Salads containing grains or animal products

Salads containing pasta, bean, rice and other grain based salads. Examples: Quinoa salad, couscous salad. Salads containing meat, poultry, seafood, cheese or eggs. Example: Caesar salad.

## 12. 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.

4

If your business makes dry or dehydrated fruit or vegetables [go to 4.7](#)

### Processed fruits & vegetables

Frozen fruit & vegetables. Examples: Frozen beans, frozen mixed vegetables, frozen stir-fry vegetable, frozen berry pulp, frozen chips, frozen hash browns.

## 13. Manufacture / make meals and prepared foods

4

If you are doing ice cream and yoghurt [go to 4.6](#)

If you are doing water based dessert [go to 4.24](#)

### Desserts

Frozen, chilled, or shelf-stable desserts. Examples: Shelf-stable steamed pudding, frozen juice-based sorbet or dessert.

### Pasta

Examples: Fresh pasta and fresh noodles.

### Processed fruits & vegetables

Frozen or chilled fruit and vegetables (or their products) that have undergone more than sorting, washing and minimal processing.

### Ready-to-eat meals & snacks

Frozen, chilled, or shelf-stable ready meals, snacks or meal component. Examples: Frozen heat-and-eat meal, chilled meal or snack, TV dinner and frozen pizza.

## 14. Manufacture /make meat, poultry or fish products

- 2** If your business manufactures or makes raw meat or poultry or fish to sell directly to consumers such as retail butchers and fish mongers [go to 2.5](#)

### Other animal products

Examples: Gelatine powder and edible casings.

### Processed meat, poultry & seafood products

Chilled, frozen or shelf-stable smoked, cooked, marinated, dried and processed products.

Examples: Jerky, smoked chicken, cold smoked fish, salami, sausages, fish fingers and processed comminuted meat. May be cooked or raw.

### Raw meat, poultry & seafood

Chilled, frozen or shelf-stable poultry, meat, insects, fish, shellfish, live shellfish.

## 15. Manufacture /make non-alcoholic beverages

If your business manufactures or makes:

- 3** Freshly squeezed juices served directly to customers [go to 3.1](#)
- 4** Ultra-High-Temperature (UHT) processed beverages [go to 4.3](#)

Dairy beverages [go to 4.6](#)

Infant or follow-on formula [go to 4.9](#)

### Formulated drinks

Examples: Energy, sports and electrolyte drinks.

### Fruit & vegetable juice

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

### 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.

### Water

Bottled water - still, carbonated, flavoured.



## 16. Manufacture /make oils or fats for food

Select this section if your business prepares, manufactures/makes oil or fat-based products or oil or fat products derived from vegetable or animal sources (including a mixture of those sources).

**4** If you make dairy-based fats or spreads [go to 4.6](#)

### Animal fats

Examples: Tallow, lard and duck fat.

### 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).

### Margarine & table spreads

Fat and oil based products.

## 17. Manufacture /make / processes egg products

Select this section if the egg component of your product is the main ingredient

### Dried egg products

Examples: Dried whole egg, dried egg white (albumen) and dried egg yolk.

### Frozen egg products

Examples: Frozen egg whites, yolks, pulp and quiche mixes.

### Liquid egg products

Examples: Pasteurised whole egg pulp, pasteurised egg white and pasteurised egg yolk.

### Processed eggs

Examples: Boiled, smoked, pickled, salted or preserved eggs. Omelette mix, scrambled egg mix and quiche mix.

## 18. Manufacture /make sauces, spreads, dips, soups, broths, gravies or dressings that are not shelf-stable

(These products need to be kept chilled or frozen)

If your business only makes or manufacturers:

**4** Dairy products [go to 4.6](#)

Margarine or vegetable oils [go to 4.16](#)

Shelf-stable condiments [go to 4.19](#)

### Fermented fruit & vegetable products

Chilled or frozen. Examples: Sauerkraut, kimchee and pickle.

### Processed fruits & vegetables

Chilled or frozen Examples: Fruit puree, jam, relish, pickle, chutney, preserve, marinade, sauce, salsa, hummus, pesto tapenade, tahini, guacamole, mustard and wasabi.

### Processed meat, poultry & seafood

Products chilled or frozen. Examples: Pâté, fish paste and potted meat.

### Sauces, soups, dressings & toppings

Chilled or frozen. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce, dip, stock, broth, bouillon and gravy.

## 19. Manufacture /make shelf-stable condiments

Including sauces, spreads or preserves.

**4** If your business only makes or manufacturers:  
Dairy products [go to 4.6](#)

Margarine or vegetable oils [go to 4.16](#)

Non Shelf-stable condiments [go to 4.18](#)

### Fermented fruit & vegetable products

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

### Fermented sauces

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

### Nut & seed products

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

### Processed fruits & vegetables

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

### Processed meat, poultry & seafood products

Shelf-stable. Example: Fish paste in a jar.

### Sauces, soups, dressings & toppings

Shelf-stable. Examples: Mayonnaise, aioli, tartare sauce, hollandaise sauce, béarnaise sauce, stock, bouillon, gravy, fruit topping for ice-cream and honey-based spread.

## 20. Manufacture /make shelf-stable grain-based products

**4** If your business makes snacks such as popcorn, rice crisps, cassava and vegetable chips, corn chips, extruded chips, bagel/ pita chips and/ or crisps, or pretzels [go to 4.5](#)

### 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, shelf-stable fruit cakes, panforte, panettone, ginger kisses, cereal/ muesli bars that contain fruit, nuts, seeds etc as minor components.

### Baked products, with filling or icing

Shelf-stable. Baked products that are filled or iced after baking. Example: Iced cake.

### Breakfast cereals

Examples: Muesli, cornflakes and extruded brans.

### Pasta

Shelf-stable pasta.

## 21. Manufacture /make sugar or related products

**1** If your business is involved in extracting and packing honey, you only need to tick page 2 and fill in [card 1](#).

### Sugar

Raw, brown, white and caster sugar.

### Sugar products

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

## 22. Manufacture/make vegetable proteins or other proteins

**4** If your business makes or manufacturers dairy protein products [go to 4.6](#)

### Fermented fruit & vegetable products

Examples: Tempeh, natto, soy-yoghurt, fermented soy bean curd, tofu cheese, pickled tofu, soy cheese and miso.

### Non-fermented vegetable protein products

Examples: Tofu, bean curd, soy sausage, lentil patties, hydrolysed vegetable proteins, soy flour, soy protein isolate, soy paste, functional proteins, soy ice-cream, soy frozen desserts. Vegetable-based beverages that are not commercially sterilised. Examples: Soy milk, coconut milk, oat milk, rice milk. Algae and algae derived products. Examples: Spirulina, agar-agar. Gluten and gluten products.

### Yeast & yeast products

Yeast extract. Examples: Brewer's yeast extracts and yeast extract spreads.

## 23. Manufacture/make vinegar, alcoholic beverages or malt extract

### Alcoholic Beverages - other

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

### Beer

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

### Processed cereal & meal products

Example: Malt extract.

### Spirits & liqueurs

Examples: Gin and brandy.

### Wine & wine products

(Excludes: Wine for export).

Grape wine, fruit & vegetable wine, fruit & vegetable wine products. Examples: Cider, pear cider/ perry, innovative fruit wines with grape wine/ cider, beer/ grape wine and grape wine with strawberry flavouring, mead.

### Vinegar

Example: Wine vinegar.

## 24. Manufacture/make water-based products

Including ice, iced confectionery, and iced desserts.

If your business manufactures/makes:

- 4** Dairy desserts [go to 4.6](#)
- 4** Fruit or vegetable juice based products [go to 4.15](#) under non-alcoholic beverages

### 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).

### Water-based desserts

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

## 25. Processes 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.

### Herbs & spices

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

### Salt

Examples: Salt and flavoured salt.

## 26. Process grain

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

- 4** If you manufacture/make breakfast cereals or muesli bars [go to 4.20](#)

### 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.

### Whole grains

Whole grains & kibbles. Examples: Pearl barley, groats, kibbled wheat, rice, rye and maize. Excludes popcorn.

## 27. Process nuts, seeds and/or coffee

Select this section if you carry out processes such as coating, roasting, salting or mixing or make bars where nuts or seeds are the main ingredient.

- 4** If you prepare nut or seed confectionery such as scorched almonds [go to 4.4](#)

### Coffee bean products

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

### Dried fruit & nut mixes

### Nut & seed products

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

### 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.

# Card 5

5

## Grow and/ or pack fresh fruit or vegetables

If you are doing any of the following:

- 4 Ready-to-eat salads [go to 4.11](#)
- Frozen fruit or vegetables [go to 4.12](#)
- Non-alcoholic beverages [go to 4.15](#)
- If you process herbs or spices [go to 4.25](#)

### 1. What types of food does your business grow and/ or pack?

#### **Herbs & spices**

Fresh herbs & spices, cut or planted. Handled by the grower, packer or wholesaler. Minimal processing - is limited to rinsing, trimming, planting and packing.

#### **Minimally processed fruits & vegetables**

Fresh fruit & vegetables handled by the grower, packer or wholesaler. Minimal processing - is limited to rinsing, trimming, shelling, waxing and packing. Excludes peeling and cutting. Excludes sprouts and microgreens.

#### **Mushrooms**

Mushrooms and fungi handled by the grower, packer or wholesaler. Minimal processing - is limited to rinsing and packing.

#### **Nuts & seeds**

Nuts and seeds handled by the grower, packer or wholesaler. Minimal processing - is limited to drying, shelling and packing.

#### **Sprouts & microgreens**

Growing, harvesting or processing sprouts or microgreens.

# Card 6

6

## Transport and distribute or warehouse food

Where these are the main activities of the food business.

### 1. What type of food does your business transport and distribute or store in a warehouse?

#### **Bulk food**

Bulk food in a container for transport.  
Examples: Grain, honey or juice in a drum, tank or tanker.

#### **Chilled food**

In manufacturers' packaging.

#### **Frozen food**

In manufacturers' packaging.

#### **Shelf-stable food**

In manufacturers' packaging.

# Card 7

7

## Provides food to pre-school children

Complete this card if your business prepares or makes and / or serves meals, snacks, or beverages for immediate consumption by children of pre-school age (including children under 5 years of age) in a centre-based service setting (for example early childhood education service centres and kōhanga reo).

### 1. What type of food does your business provide to pre-school children?

#### **Infant formula**

Prepares infant formula for consumption by children attending pre-school. Examples: Infant formula, follow-on formula and infant formula products for special dietary use.

#### **Ready-to-eat meals & snacks**

Where the food is prepared or reheated by the food business. Examples: Meals, snacks, sandwiches or similar products that may need cooking and temperature control.