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 Mātua
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.

- **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.

- **Market**
  Example: Stall at farmers’ or other market.
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?
  Food which does not require chilling or freezing.
  - Hot beverage
    Examples: Coffee, tea and cocoa.
  - Packaged food (shelf-stable products)
    In manufacturers’ packaging.

- [ ] Sell ice cream and iced confectionery?
  (In manufacturers’ packaging).
  - Ice Cream
  - Iced confectionery
    Examples: Ice blocks, frozen yoghurt

- [ ] Manufacture / make sugar or related products?
  - Sugar
    Raw, brown, white and caster sugar.
  - Sugar products
    Examples: Syrups (glucose), molasses, golden syrup and treacle.

- [ ] Grow and / or pack food?
  - Herbs & spices
    Fresh herbs & spices, cut or planted.
  - Mushrooms
    Mushrooms and fungi.
  - Minimally processed fruits & vegetables
    Minimal processing – is limited to rinsing, trimming, shelling, waxing and packing. Excludes sprouts and microgreens.
  - Nuts, seeds & grains
  - Sprouts & microgreens

- [ ] Transport and distribute or warehouse food?
  - Bulk food
    Bulk food in a container for transport.
  - Frozen food
  - Chilled food
  - Hot food
  - Shelf-stable food

- [ ] Extract and pack honey?