

## How to apply for a Business Travel Document to prove you may cross the Auckland border

Vineyard and winery operations do not need an “exemption” to operate under Alert Level 3: they are classed as “permitted activities”, because they are “food and beverage supply, production or processing.” **As a result, vineyard and winery workers are allowed to cross the Auckland boundary if they are reasonably required to do so for work.**

However, all workers crossing the boundary for permitted activities must carry documentation to prove this – and police will be checking for this at checkpoints.

The official **Business Travel Document** is the best form of documentation as MBIE says it will make access “much quicker and easier”. It includes a QR code that proves the worker has the appropriate status to travel.

Instructions on how to generate Business Travel Documentation for your employees are available [here on the Business Travel Register website](#).

Note that the Business Travel Register website only contemplates generating documents for *your own* employees. This implies that if you need a contractor or employee of another business to come across the Auckland border to access your premises, *they* will need to apply for the Business Travel Document.

This document provides some additional guidance on how vineyards and wineries should apply for Business Travel Documents.

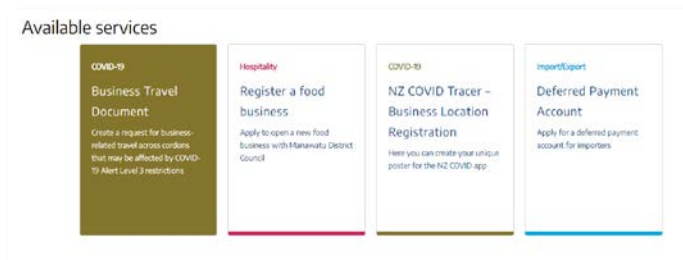
### Guidance

In summary, to generate a Business Travel Document:

1. You need to have a NZBN account for your business. You can login, or apply for an account, [here](#). You will also need a RealMe login. If you have not yet created a NZBN account, additional steps will be required to link your business to your new NZBN account, and authorise you as a user.

We recommend you create a NZBN account for your business now, even if you do not need it today.

2. Once you have a NZBN account, you need to [log into Business Connect here](#).
3. Once logged in, select “Business Travel Document”



4. Make sure you apply as a *business*, not as an *individual* (individual applications are dealt with separately by the Ministry of Health).

Get started

Is this application for:

Business or organisation with an NZBN

Sole trader, trust or partnership - with or without an NZBN

Individual

Enter your New Zealand Business Number or business name

Search for a business

5. First you will be asked to set up the physical locations and contact details of your business.
6. Once you have set up your business location and contact details, under Travel Category select your business activity as “Food and beverage” and the sub-choice “Food or beverage supply, production, or processing”

Business Connect

Dashboard

Business profiles

My details

My documents

Social Services

Education Sector

Justice Sector

Civil Defence Emergency Management

Parliament

Unions

Other Public Sector services

Transport, logistics, and vehicle services

Building and construction

Scientific Services

Utilities and communications

Animal welfare

Food and beverage

Emergency - risk to life/health, or significant environmental damage

Certain types of business travel

Exemption for exceptional circumstances

Food and beverage

What is the secondary activity of your business or organisation?

Food or beverage supply, production, or processing

Supply or production of packaging for food or drink products

Information

Examples include, but are not limited to, agriculture, horticulture, apiculture, aquaculture, commercial fishing, viticulture. Permitted travel is limited to activity that is reasonably necessary in order to maintain production.

Note that there is not a separate category for contractors or labour supply to vineyards and wineries. They would also select the same “Business activity”, and in the Travel Purpose section (below) use the description to explain that their services and workers are a critical part of the vineyard or winery supply chain.

7. You will then be asked to describe the Travel Purpose for your workers. The Travel Purpose description is important. It should:
  - Make clear that your business is a vineyard or winery engaged in the production and processing of food (and so is a “permitted activity”).
  - Explain why the worker(s) does meet the test that it be “reasonably necessary” for them to cross the border for your business to maintain production. This could include things like:
    - the fact that it is currently the critical harvest/vintage time, and this is the only opportunity in the year to bring in the crop and make the wine

- the worker’s experience with your business, or relevant skills, and unavailable of other workers with those skills
- why you cannot reasonably delay the travel until after the restrictions are lifted.

**Travel purpose**

Briefly explain how your business operation fits with the activity category you selected above and why this travel is critical.

<Explain here that you are a permitted activity, that it is harvest/vintage time, and why it is reasonably necessary for the worker to travel for you to maintain production.>

Remaining: 325 characters

**Supporting evidence (Optional)**

Upload of supporting documentation is optional. Please consider whether the information you have provided is relevant to the application you have submitted.

Upload file

8. Select one or more of the six Types of Journey that your workers will need to make:

**Travel type**

**Type of journey**

Select the type of travel journey being requested. You may select one or more types of travel.

Transit

Single return

One-off, one-way travel into a higher alert level area

One-off, one-way travel into a lower alert level area

Multiple business trips

Worker commute

**Information**

**Single return trip** - if a worker needs to cross an alert level boundary for a delivery, or other one-off service considered to be critical, and will then be crossing back; you should request a single return trip.

9. Under the next section, Alert Level Boundary, our understanding is that you should select Auckland and the other region(s) your worker will be travelling into or out of.

10. Then enter the worker’s names and which of the Types of Journey each will be making. <note that at present there is an error and you cannot select the type until you click “save and continue”>.

11. Complete the declaration and hit “Submit”.

If you have any difficulties in using the application form, please let NZW know via [virusresponse@nzwine.com](mailto:virusresponse@nzwine.com) so that we can follow up with MBIE.