

## How to apply for a Business Travel Document to prove you may cross the Auckland border – Version 3, September 2021<sup>1</sup>

*Version 3: Published on 8 September 2021 to include details of new COVID-19 testing requirements for travel across an Alert Level boundary.*

Vineyard and winery operations do not need an exemption to operate under Alert Level 3 or 4 (as they are part of the primary industries). **As a result, vineyard and winery workers will be permitted to cross an Alert Level Boundary (map available [here](#)) if they are required to do so as part of their essential business.**

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

To cross the border once it is active, every person must carry evidence of their need for travel:

- The **Business Travel Document** [this is strongly recommended, but we understand it is not a legal requirement. We are seeking clarification on this]. More information on how to apply is available below. The document includes a QR code that proves the worker has the appropriate status to travel.
- A **letter from the business** explaining the nature of the business (i.e., that it is essential and why the person named on the business travel document must travel). The destination (business address) must be recorded on this letter. A template you can adapt is available on the NZW website [here](#).
- **Photo ID and proof of residential address.**
- [Note: for freight, a copy of the waybill/delivery documents is also recommended]

**New testing requirements for cross-border travel:** In addition, from 11:59pm on 16 September, anyone who is travelling across an Alert Level boundary for work must also carry evidence that they had a COVID-19 test no more than 7 days before their journey began (there is a limited exemption where a medical certificate may be provided instead). However, from 11:59pm on 9 September, businesses must have processes in place to facilitate testing for workers who cross Alert Level boundaries (even though the legal requirement to provide evidence will not apply for another week). NB: The requirement is to prove a test, not a negative result.

Note: If you applied for a Business Travel Document during a previous lockdown, this will not be valid. **You must apply for a new document.**

Further 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.

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<sup>1</sup> This document relates to business travel only. Personal travel applications must go via the Ministry of Health.

This document provides some additional guidance on how vineyards and wineries should apply for Business Travel Documents. The website estimates it will take 30-40 minutes to lodge an application, so we recommend having everything ready before you start.

## Guidance

To generate a Business Travel Document:

### 1. Get a NZBN

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 an NZBN account for your business now, even if you do not need it today.

### 2. Login

Once you have a NZBN account, you need to [log into Business Connect here](#).

### 3. Available services

Once logged in, select “Business Travel Document”

## Available services

<p>COVID-19</p> <h3>Business Travel Document</h3> <p>Create a request for critical business travel across an Alert Level boundary for you, your workers or volunteers</p>	<p>Hospitality</p> <h3>Alcohol licence</h3> <p>Apply for an Alcohol Licence for your business</p>	<p>Hospitality</p> <h3>Register a food business</h3> <p>Register for new or renew a food business with your local council</p>
<p>COVID-19</p> <h3>NZ COVID Tracer – Business Location Registration</h3> <p>Here you can create your unique poster for the NZ COVID app</p>	<p>Import/Export</p> <h3>Deferred Payment Account</h3> <p>Apply for a deferred payment account for importers</p>	

#### 4. Get started

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

#### 5. Physical locations and contact details

You will be asked to set up the physical locations and contact details of your business.

## Physical locations

Please provide details about the physical location/s of your business. This will enable you to group your workers based on where they work. We'll use this information to identify the primary physical location of your business for journey verification purposes.

### Location 1

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Location name

Location address

Please enter a street address, for example 123 High Street. Location address cannot be a P.O. Box.

#### 6. Business Activity

Once you have set up your business location and contact details, under Business Activity select your business activity as "*Primary Industry and Food Supply*" and then the second

category will be “*Food and Beverage Processing, Packaging and Production for both Domestic Consumption or Export*”.

## Business activity

Please select the activity you are requesting travel for. Some activities may overlap, in which case select the most appropriate. If you have two very different activities for which you wish to request travel, you will need to submit a separate request for each activity.

Note: your workers can carry supplementary evidence if they are carrying out a variety of activities that fall into more than one category.

Primary Industry and Food Supply ▼

What is the secondary activity of your business or organisation?

- Primary industry food producers
- Food and beverage processing, packaging, and production for both domestic consumption or export
- Food delivery services for bakeries, uncooked food suppliers, alcohol suppliers
- Supply or production of packaging for food or drink products
- Suppliers and support services for food and beverage production, including primary food producers
- Licensing trusts operating in Waitakere, Portage, Maitāhara, and Invercargill, but only in respect of the sale of alcohol under an off-licence
- Supermarkets, dairies

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**i** Information

Permitted travel is limited to activity that is reasonably necessary in order to maintain production.

Note: 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. Travel Purpose

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 at Alert Levels 3 and 4).

- 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 critical pruning/winemaking time, and this is the only opportunity in the year to carry out specific tasks;
  - the worker’s experience with your business, or relevant skills, and unavailability of other workers with those skills; and
  - 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..

Remaining: 500 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. Types of Journey

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

## Type of journey

Select the type of journey being requested. You may select one or more journey types. Click an option below to see a description of the journey type.

- 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

### 9. Alert Level Boundary

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

### 10. Worker details

Enter the name of your worker(s) names and which of the Types of Journey each will be making (“Warehouse” is an example location we have used – the locations shown will follow from the worksite information you entered at step 5 above).

## Warehouse

Please enter details of workers at this location

### Worker 1

First name	Travel type
<input type="text"/>	<input type="checkbox"/> Transit
Last name	<input type="checkbox"/> Multiple business trips
<input type="text"/>	<input type="checkbox"/> Worker commute

### 11. Review

The next page allows you to **Review** the information already entered.

## 12. Declaration

Lastly, complete the **Declaration** and hit "Submit".

I declare the information provided is true and correct and I understand the terms and conditions of this application.

First name

Last name

Role / designation

### What happens next:

- **If information is missing:** You will be notified of what is required.
- **If the application is approved:** The documents will be placed in the Business Profile section on Business Connect. Each worker will be provided with a Business Travel Document setting out their details. The document can be held electronically or in hard copy, but MPI have indicated a hard copy is preferred (you may want to have both options available). **MPI also recommends that you place the printed documents on the dashboard of the vehicle. If travelling in groups, every individual must have Business Travel Documents.**

If you have any feedback on, or difficulties in using the application form, please let NZW know via [covidresponse@nzwine.com](mailto:covidresponse@nzwine.com). If required, we can follow up with MBIE/MPI.