



Business Connect

A guide for councils

August 2023

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Purpose of this guide

It outlines how customers use Business Connect to notify the extension of trading hours for Rugby World Cup.

Information for customers using Business Connect

This section describes the application process from a customer's perspective, so you can help customers more easily. This document is for your use only, not for your customers.

Tips for working in Business Connect

Customers can stop or cancel their application.

Stop when you want to

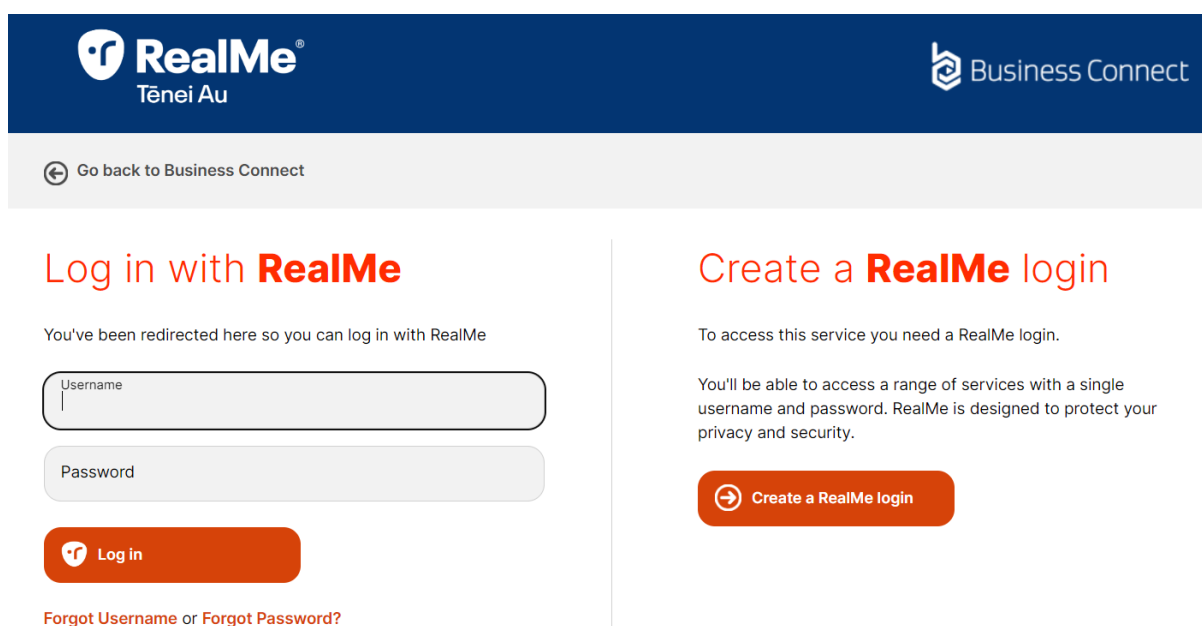
Save your work and return to it anytime. Saving keeps your work indefinitely.

Cancel an application anytime

Cancel the application anytime during an application.

Log in to Business Connect

1. Go to the Business Connect login page. The following screen appears.
<https://services.businessconnect.govt.nz/prweb/PRAuth/RealMeLogin>
2. Log in with your RealMe login if you have one. If you do not, you can create one.



You can tell you are logging in to Business Connect from the logo at the top right.

Create a Business Connect account

1. Enter your personal details to link your Business Connect account with your RealMe login. You can link your RealMe login to more than one Business Connect account.

Welcome to Business Connect

Making it easier to do business with government.

To create your Business Connect account, please tell us about yourself.

First name

Last name

Phone number

Email address

[Create account](#)

By creating your Business Connect account, you agree to our [Terms of use](#)

You'll need to link your Business Connect account after you log in.

2. Click 'Create account' when you have completed all the fields. Business Connect will confirm it has created your account and email you a verification link to confirm your email address. This link is valid for 24 hours.



Registration complete

Just one more step. Please check your registration email - we've sent you a link to verify your email address. This link will expire after 24 hours.

[Go to dashboard](#)

Didn't receive the verification email?

Check your spam folder or [click this link to resend the verification code](#)

You'll need to verify your email after you register.

3. Click the 'Verify email' button in the email to confirm your email address. You can also copy and paste the link in the button into your browser.



Thu 5/11/2020 10:18 AM

noreply@comms.businessconnect.govt.nz

Business Connect: Verify your email address

To: Dee Miller

Retention Policy: Custom 2 Year delete (2 years)

Expires: 5/11/2022

If there are problems with how this message is displayed, click here to view it in a web browser.



Kia ora Dee

Please click on the button below to verify your email address with Business Connect.

Verify email

Alternatively, copy and paste the below link into your browser.

<https://nzmbie-bconn-dt1.pegacloud.io/prweb/PRRestService/bccm/v1/verify/email/c324cd6c-b4f7-4141-8e3b-15070fe8c787>

This email has been sent to you because someone used this email address to register with Business Connect – a digital service platform hosted by the Ministry of Business, Innovation and Employment. This email may contain information that will be confidential and legally privileged. If you are not the intended recipient, any use, disclosure or copying of this email is strictly prohibited. If you have received this email in error, please feel free to ignore or send an email to hello@businessconnect.govt.nz

Use the link in the email to verify your email address.

When you receive the following confirmation, you'll know you have created your Business Connect account. You can now use it to access Business Connect services.



Thank you! Your email has been verified

To exit this screen, please close the window.

You'll have immediate feedback when you've confirmed your email address.

Trouble with the verification email?

If you do not receive your verification email, check your junk folder. If the email has not arrived, you can ask for a new email.

You can also ask for a new email if the link is older than 24 hours and has expired. Log in again and select 'Send verification email'.

Resend verification email

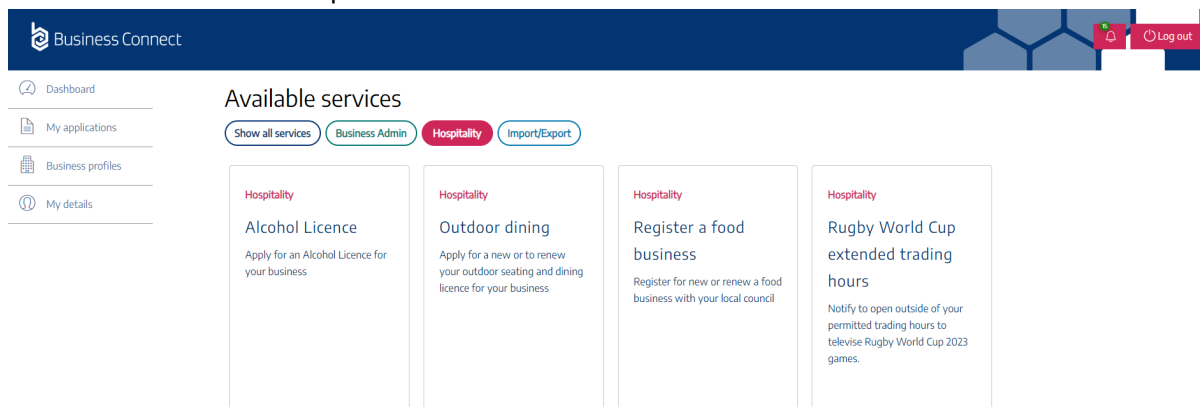
Enter your email address to request a new verification link

Email

Notification of extension

The dashboard currently offers available services under Hospitality.

1. Select the relevant tile to open the form for a service.



2. This takes you to a 'Before you start' screen with high-level information about the application process.

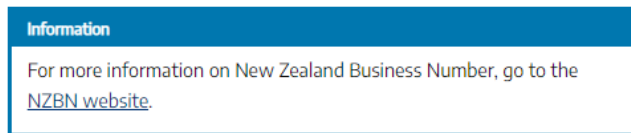
Keep track of where you are

The progress bar on the right tells you where you are in your application and what's next.

Before you start > **Get started** > Licencee details > Notification details > Select games > Noise management > Uploads > Declaration

3. In the area under the information, start by typing the name or NZBN of the business you are extending the trading hours under. Options will appear as you type.

Get started



NZBN

Do you have an NZBN?

- Yes
- No

4. If you don't have an NZBN number, say what type of business or organisation that needs to complete this form.
5. Select the 'Next' button at the bottom right to go to the next screen.

6. Fill in the details of your business on the 'Licencee details' screen that follows.

Licencee details

NZ Limited Company

NZBN [9429050868698](#)
Legal name TEST INFO DATA LIMITED

Registered address

Start typing and address options will be displayed ✕

Can't find address? Enter address below

Licencee

First name

Joe

Last name

Blogg

Phone number

+642123456

Email address

joe.blogg@company.co.nz

Preferred method for contact

Phone

Email

7. Complete your premises detail and specify the type of licence you are holding. Select the council your premises is in and the police station closest to your premises. Your notification will be sent to the selected council and police station.

Notification details

Premises

Does this premises have a trading or building name?

- Yes
 No

Enter trading or building name

Capacity of premises

Type of premises

Address of premises to be open during extended hours

Can't find address? Switch to manual mode.

Type of licence

Select your current licence type

- On licence
 Club licence

Your council

Select which island you are located in

- North Island
 South Island

North Island councils

Police station

North Island police stations

8. Select the games you'd like to show on the next screen and enter your opening and/or closing times. You can add as many games as you like by clicking on '+ Add another game'.

Select games

Please state the game or games you intend to televise below, and approximate opening/closing times.

To help you work this out, an overview of all the games and game times, including New Zealand times can be found here: [LINK](#). You can find guidance about opening and closing times for the extended trading hours here: [LINK](#).

Games

Information

- Pool A - New Zealand, France, Italy, Uruguay, Namibia
- Pool B - South Africa, Ireland, Scotland, Tonga, Romania
- Pool C - Wales, Australia, Fiji, Georgia, Portugal
- Pool D - England, Argentina, Chile, Japan, Samoa

Select game

France v New Zealand Sat 9 Sept - 07:15AM (Pool A) x v

Additional details

For example; Changes to opening or closing hours

Opening at 5 am, no changes to closing time

[+ Add another game](#)

9. Complete the Noise Management screen.

Noise management

During the extended hours, premises must comply with the three noise management conditions below and any other noise restrictions they must usually comply with.

- Open areas cannot be used (even for smoking)
- Audio equipment (for example, loudspeakers, amplifiers or audio relay equipment) cannot be used in an open area
- Bottles, or other rubbish cannot be disposed of or left for collection in an open area

You can find more information about noise management here: [LINK](#)

Noise management conditions

Please describe how you will comply with each condition.

Open areas cannot be used (even for smoking)

Audio equipment (for example, loudspeakers, amplifiers or audio relay equipment) cannot be used in an open area

Bottles, or other rubbish cannot be disposed of or left for collection in an open area

Please describe other arrangements you will make to manage noise levels during the extended hours in a way this is appropriate to your location

10. Upload documents to support your notification if needed. This is optional.

Upload documents

Please upload the following documents with your application

- Maximum file size is 10MB
- Maximum file name length is 50 characters

Other documents (Optional)

You can upload additional documents to support your application.

Action	File Name	Size
Drop files to attach, or browse		

You can drag and drop a file to attach it or browse to select one.

11. Fill in your first and last names, and role, on the 'Declaration' page. Tick a box to declare that you have:

- provided correct information
- understood the terms and conditions of this service.

Declaration

I declare the information provided is true and correct

First name

Joe

Last name

Blogg

Role / Designation

Enter role

Confirm that all the information you have provided is correct.

12. Check the information you have completed on the 'Review' screen.

Review

Licencee details

NZ Limited Company

NZBN [9429050868638](#)
Legal name TEST INFO DATA LIMITED

Registered address

15 Stout Street, Wellington Central, Wellington 6011

Licencee

First name

Joe

Last name

Blogg

Phone number

+6421123456

Email address

joe.blogg@company.co.nz

Preferred method for contact

Email

Notification details

Premises

Does this premises have a trading or building name?

Yes

Enter trading or building name

t

Capacity of premises

2

Type of premises

t

Address of premises to be open during extended hours

162 Victoria Street West, Auckland Central, Auckland, 1010,
NZ

Type of licence

Select your current licence type

On licence

Your council

Select which island you are located in

North Island

The review screen allows you to look over the whole form before you submit it.

13. Click the 'Submit' button to submit your notification. This takes you to a confirmation screen that shows what you have submitted, including your notification number, and the time and date you submitted.

Thank You

Your request has been successful.

Below is a summary for your records.

Application number	RWC-9
Application type	Rugby World Cup extended trading hours
NZBN	9429050868698
LegalName	TEST INFO DATA LIMITED
Submitted	17 August 2023 03:50 PM
Agency	Ministry of Justice

What happens next

Your notification will be received by the relevant territorial authority and the nearest Police station who may contact you for further information, if needed.

If you have any questions, please contact your territorial authority

Changing your mind about a notified game

You must notify the relevant territorial authority and the nearest Police station again if you change your mind about extending your trading hours for a game you have notified for. It is important that you cancel notifications as soon as you change your mind. Please send cancellation emails to [\[redacted\]@ta.govt.nz](#) and [\[redacted\]@ta.govt.nz](#).

You can find more information and guidance about how to cancel a notification here: [LINK](#)

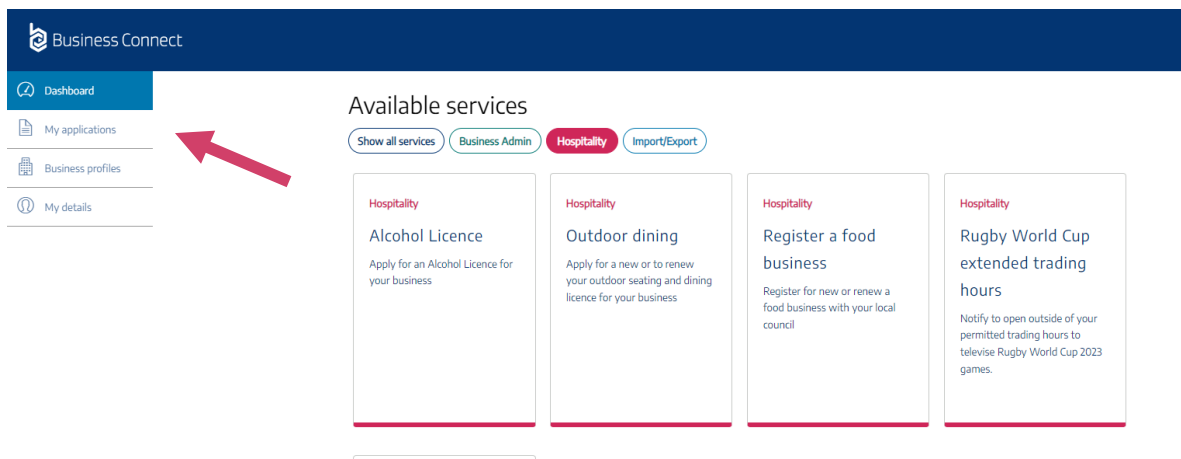


If you think emails aren't arriving into your inbox, please check your junk or spam folders.

Business Connect immediately confirms that you've submitted your application and tells you what happens next. You will also receive an email with the information in the 'What happens next?' section.

See your applications/notifications

You can find your applications on your dashboard.



Your Business Connect dashboard gives you an overview of all your applications.

1. Select the 'Draft', 'Submitted' or 'Completed' tab.
2. You can rearrange applications to find what you need. Sort or filter by fields such as type, status and application date (order date).

My applications

Last Login
16/08/23 9:02 AM

Submitted applications							Refresh table
Type	Number	Agency	Status	Legal name	Submitted on		
Rugby World Cup extended trading hours	RWC-9	Ministry of Justice	Submitted	TEST INFO DATA LIMITED	17-Aug-2023		
Register a food business	FBR-7235	Kāpiti Coast District Council	Submitted	Jacklyn	18-Jul-2023		
Register a food business	FBR-7230	Kāpiti Coast District Council	Submitted	TEST INFO DATA LIMITED	11-Jul-2023		
Register a food business	FBR-7223	Kāpiti Coast District Council	Submitted	TEST INFO DATA LIMITED	06-Jul-2023		
Register a food business	FBR-6708	Central Hawke's Bay District Council	Submitted	TEST INFO DATA LIMITED	21-Jun-2023		
Alcohol Licence	ALC-5806	Selwyn District Council	Submitted	TEST INFO DATA LIMITED	21-Jun-2023		
Alcohol Licence	ALC-5804	Tasman District Council	Action required	TEST INFO DATA LIMITED	20-Jun-2023		
Register a food business	FBR-6709	Tasman District Council	Action required	TEST INFO DATA LIMITED	07-Jun-2023		
Alcohol Licence	ALC-5634	Central Hawke's Bay District Council	Submitted	t	06-Jun-2023		
Register a food business	FBR-6707	Central Hawke's Bay District Council	Submitted	TEST INFO DATA LIMITED	02-Jun-2023		

3. Select the notification number to open the submission. You can check which games you have selected for your extension of trading hours.

My submitted application

Application name	Assigned to
In progress Rugby World Cup extended trading hours request	Staff

Completed sections

Form summary

and game times, including New Zealand times can be found here: [LINK](#). You can find guidance about opening and closing times for the extended trading hours here: [LINK](#).

Games

Select game

France v New Zealand Sat 9 Sept – 07:15AM (Pool A)

Additional details

For example: Changes to opening or closing hours

Opening at 5 am, no changes to closing time

Notify a cancellation of extension

1. If you no longer wish to extend your trading hours on the games you have selected to be open for, you need to notify your council and your local police station. In the 'What happens next' email you received, there are instructions on how to do this.

What happens next

Your notification will be received by the relevant territorial authority and the nearest Police station who may contact you for further information, if needed.

If you have any questions, please contact your territorial authority

Changing your mind about a notified game

You must notify the relevant territorial authority and the nearest Police station again if you change your mind about extending your trading hours for a game you have notified for. It is important that you cancel notifications as soon as you change your mind. Please send cancellation emails to [\[redacted\].govt.nz](#) and [\[redacted\].govt.nz](#).

You can find more information and guidance about how to cancel a notification here: [LINK](#)

Appendix B: Messages for your website

We suggest two messages about Business Connect for your website. Feel free to adapt the wording.

Remind customers to use Business Connect

Typically, customers will access Business Connect and register from your council website. This message reminds them about Business Connect.

You can now apply for this service online with **[your Council]** using Business Connect. Business Connect is a platform that lets you connect to different government services from one place. You'll need a RealMe login. If you do not have one yet, you can create one on the Business Connect website. RealMe is a safe way to prove your identity. Accounts are free.

[Start using Business Connect](#)

[Find out more about RealMe](#)

Tell customers how to get help

This message tells customers about the help centre. The message also tells them what information to provide if they contact you.

Get help with Business Connect

Visit our [Business Connect help centre](#) to get immediate answers to your questions.

- Getting started with Business Connect
- Help with New Zealand Business Number
- Business Connect says “no authority”
- Business Connect says “business name unavailable”
- Help with the App and general contact tracing
- What's a Global Location Number (GLN)?

If the help centre does not answer your question, email us at support@yourcouncil.govt.nz.

Tell us:

- what you were trying to do
- what the problem was – include a screenshot of the problem if possible.
- what you've tried
- your full name
- your email address
- your phone number.

Appendix C: Technical details

This section contains technical specifications about Business Connect.

Business Connect is a platform that is based in modern, responsive browsers such as Chrome, Firefox, Microsoft Edge and Safari.

The underlying platform is a rules-driven, no-code application.

Availability

Availability: 24/7

Service target: 99.5% availability

Integration scenarios

Using address lookup

Integrating with RealMe

Integrating with NZBN

Calling council/agency APIs

Providing API for agencies

You can integrate Business Connect with your back-end systems using the APIs below.

Published API(s)

Get case

Get case details

Authentication options

Credential-based, two-factor authentication

Identity federation with existing provider if required

User roles

Business administrator can allocate applications to staff to assess and process.

Staff can assess and process applications.

Managers can view applications and run reports.