



# Supplementary Seasonal Employment Approval in Principle

Application for supplementary seasonal employment



## Information for employers

Supplementary Seasonal Employment (SSE) policy allows employers in the horticulture and viticulture industries to supplement their New Zealand workforce with onshore non-New Zealand citizen or resident workers when labour demand exceeds the available New Zealand workforce.

Approval to recruit workers through the SSE policy will only be given if Immigration New Zealand (INZ) is satisfied that:

- the employer has established a relationship with the appropriate Ministry of Social Development's (MSD) regional Work and Income office,
- the employer will continue to make ongoing genuine efforts to recruit New Zealand citizens and resident workers, including regular contact with Work and Income, throughout the period for which the SSE approval in principle applies,
- there are no suitable and available New Zealand workers (determined in consultation with MSD), and
- the employer is a 'New Zealand employer' as defined under RSE policy at WH1.5.1.

The SSE policy is a two-stage process:

### Stage 1 – Horticulture or viticulture employers apply for SSE Approval in Principle.

SSE Approval in Principle allows employers to recruit non-New Zealand citizens or residents who are in New Zealand to fill a set number of positions. The employment agreement provided to these workers must be within the period of time indicated in the SSE Approval in Principle and must be for seasonal work\* in the horticulture and viticulture industries.

### Stage 2 – Non-New Zealand citizens or residents who are in New Zealand apply for a SSE work permit.

SSE work permits allow the holder to undertake seasonal work\* for any employer who holds a current SSE Approval in Principle, for a period of six months. SSE work permits will only be granted to people who are in New Zealand, and have not previously held:

- an SSE work permit or a work permit granted under the previous Transitioning to Recognised Seasonal Employer (TRSE) policy (ie a person is only allowed one SSE or TRSE work permit), or
- any type of work permit (including a working holiday) since their most recent entry to New Zealand.

### Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007, anyone giving immigration advice will have to be licensed (unless they are exempt). From 4 May 2009, all immigration advisers working in New Zealand must be licensed. From 4 May 2010, all immigration advisers, whether working onshore or offshore, must be licensed. It is an offence to provide immigration advice without holding a licence from these dates. **If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.**

For more information and to view the Register of licensed advisers, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), email [info@iaa.govt.nz](mailto:info@iaa.govt.nz), or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

\* Seasonal work in the horticulture and viticulture industries is planting, maintaining, harvesting or packing crops.



## General requirements – key points

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Employers seeking a SSE Approval in Principle must:

- have taken steps to obtain New Zealand workers through Work and Income
- provide a sample employment agreement\* that will be offered to SSE workers,
- ensure that SSE workers will have access to suitable accommodation, and
- have complied with the conditions of any previous SSE approval in principle.

## Documents required with this application

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**Provide the following evidence with this application for SSE Approval in Principle.**

- A sample employment agreement that will be offered to SSE workers and meets the minimum requirements for employment agreements under SSE policy must be provided.
- Evidence that the business has made ongoing and genuine attempts to recruit New Zealand citizen and resident workers throughout any previous periods of SSE approval in principle (for example, listed vacancies with Work and Income, advertising in newspapers, websites etc).

### Notes:

- INZ may approve fewer workers, or a lesser period of work, than requested where it is not satisfied that the number of people requested in the SSE Approval in Principle application is appropriate for the work required or the number of people exceeds the forecast labour shortage for the region and period requested.
- Where INZ, in consultation with MSD, considers that the number of positions or period of work approved in the SSE approval in principle is no longer appropriate to the labour market conditions in the region (for example, if suitable New Zealand citizen or resident workers become available due to a redundancy situation), further restrictions may be imposed on the number of positions or period of work that had been approved in the SSE approval in principle.
- INZ will notify an employer in writing of any further restrictions imposed on the number of positions or period of work that had been approved in the employer's SSE approval in principle.

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### \* Employment agreements – key points

Employment agreements under SSE policy must:

- be for employment in planting, maintaining, harvesting, or packing crops
- be for a period of no more than four months
- specify a 'per hour' rate, and if piece rates apply then also specify the piece rate(s)
- ensure that workers will be paid no less than the market rate (which is the typical rate a New Zealand citizen or resident is paid for doing the equivalent work or training, in the same period, in the same region), and
- comply with all relevant New Zealand employment law.

**Note:** The employment agreement you provide the SSE worker must be the same as the employment agreement submitted with this SSE Approval in Principle application, unless the terms and conditions of the employment agreement provided to the SSE worker are more beneficial to the SSE worker.

For the full list of employment agreement and policy requirements, see section WH4 of the Immigration New Zealand Operational Manual.

## Section A Business details

Complete the following questions relating to the business.

- A1** Your name as shown in passport
- Family/last name
- Given/first name(s)
- Position in the business
- A2** Are you the representative of the business who is responsible for recruiting workers under the SSE policy?  
 Yes  No
- A3** Do you have authority to make representations and enter into legally binding agreements on behalf of the business/employer?  
 Yes  No
- A4** Are you a Recognised Seasonal Employer?  Yes  No  
 RSE number (if applicable)  *Go to Section B: Contact details*
- A5** Full name of employer (eg business name)
- A6** Employer's legal status (eg limited liability company, sole trader)
- A7** Date the business was established
- A8** Number of New Zealand citizens or residents who are permanent full-time employees
- A9** What is the core area of business (eg planting crops, crop maintenance, harvesting crops, packing crops)
- A10** Indicate what type of crop(s) and crop size the business grows.

Crop	Tick	Crop size (hectares)	Crop	Tick	Crop size (hectares)
Avocados			Fruit – summer plums		
Flowers and foliage			Fruit – other (please specify)		
Fruit – berryfruit			Grapes – table		
Fruit – citrus grapefruit			Grapes – wine		
Fruit – citrus lemons			Hops		
Fruit – citrus mandarins			Olives		
Fruit – citrus oranges			Vegetables – asparagus		
Fruit – citrus tangeloes			Vegetables – onions		
Fruit – kiwifruit gold			Vegetables – potatoes		
Fruit – kiwifruit green			Vegetables – squash		
Fruit – pipfruit apples			Vegetables – sweetcorn		
Fruit – pipfruit nashi			Vegetables – other (please specify)		
Fruit – pipfruit pears					
Fruit – subtropical					
Fruit – summer apricots			Other (please specify)		
Fruit – summer cherries					
Fruit – summer nectarines					

## Section B Contact details

All applicants must complete this section.

**B1** Your contact address and telephone number

Address

Telephone (daytime)  Telephone (evening)

Fax  Email

**B2** Name and address for communication about this application.

Same as address at **B1**, or  Other *Give details below*

Family/last name  Given/first name(s)

Company name (if applicable) and address

Telephone (daytime)  Telephone (evening)

Fax  Email

**B3** Do you authorise the person stated at **B2** to act on your behalf?  Yes  No

**B4** Have you received immigration advice on this application?

Yes *Please make sure that your immigration adviser completes Section J: Immigration adviser's details. Go to **B5***

No

**B5** Immigration adviser reference code for online enquiries  *This is not the adviser's licence number.*

## Section C Position details

**C1** Provide details of the position(s) for which the business is applying for SSE Approval in Principle.

Region where jobs are located (see the list of regions which follows) and worksite addresses	Position description	Number of positions	Duration of positions (indicate specific start and finish dates)	
			Start	Finish

Please attach additional sheets if required.

**Note:** If this SSE Approval in Principle is granted, the business must not employ more than the number of SSE workers approved (as stated on the INZ approval letter) at any one time. The business may replace any SSE workers who leave, provided the total number of SSE workers employed at any one time does not exceed the number approved. Failure to comply with this condition may result in future SSE Approval in Principle applications being declined.

**List of regions**

Auckland	Gisborne	Northland	Waikato
Bay of Plenty	Hawke's Bay	Otago	Wairarapa
Canterbury	Manawatu	Southland	Wanganui
Central Plateau	Marlborough	Stewart Island	Wellington
Coromandel	Nelson	Taranaki	West Coast
Fiordland			

Other (please state)

**C2** Over the period of this SSE Approval in Principle, how many positions do you plan to fill using:

- New Zealand citizens or residents?

- non-New Zealand citizen or residents recruited under other policies (eg working holiday schemes)?

**Recognised Seasonal Employers may go to Section F: RSE Declaration**

**Section D Recruitment details**

**D1** Have you, or any of the directors or managers of the business, contacted Work and Income (a service of the Ministry of Social Development) to advise them of vacancies or seek assistance recruiting workers for the positions listed in **C1**?

Yes  No

When was Work and Income contacted (approximately)	Who was the contact person at Work and Income?	How many people were employed as a result of contacting Work and Income?	What positions did these workers fill?

**D2** Have you, or any of the directors or managers of the business taken any other steps to fill the positions listed in **C1** with New Zealand citizens and residents?

Yes  No

If yes, please provide details below.

**D3** Have you previously held an SSE approval in principle?

Yes

Most recent period of SSE approval in principle (if applicable):  to

No *Go to Section E: Accommodation*

**D4** What efforts did you, or any of the directors or managers of the business, make to recruit New Zealand citizen and resident workers throughout the most recent period for which the business was granted an SSE approval in principle?

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Please attach any evidence to support this.

## Section E Accommodation

**E1** Please provide details of the access to suitable accommodation for workers recruited under SSE policy.

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## Section F Recognised Seasonal Employer declaration

**You should only complete this section if the business is a Recognised Seasonal Employer.**

**F1** Have you, or any of the directors or managers of the business, contacted Work and Income (a service of the Ministry of Social Development) to advise them of vacancies or seek assistance recruiting workers for the positions listed in ?

Yes  No

**F2** Have you, or any of the directors or managers of the business, made genuine attempts to recruit New Zealand citizen and resident workers throughout any previous periods for which SSE approval in principle was granted?

Yes  No  Not applicable

Please attach any evidence to support this.

**F3** Will the workers recruited under the SSE policy have access to suitable accommodation?

Yes  No

## Section G Employer requirements

- G1** If a SSE Approval in Principle is granted, will the business comply with all of the conditions of the SSE Approval in Principle, including compliance with all relevant employment and immigration law in force in New Zealand?
- Yes  No
- G2** Will the business provide all prospective SSE workers with a written employment agreement that meets the requirements set out in SSE Policy?
- Yes  No
- G3** Will the business ensure that the terms and conditions of the employment agreements offered to prospective overseas workers are the same (or more beneficial to the worker) as the sample agreement provided with this SSE Approval in Principle application?
- Yes  No
- G4** Will the business comply with any request from the Department of Labour to audit the business against SSE Policy and the conditions of the employment agreements?
- Yes  No
- G5** Will the business make genuine attempts to recruit New Zealand citizen and resident workers throughout the period for which SSE Approval in Principle is granted?
- Yes  No
- G6** Will the business have direct responsibility for the daily work output and supervision of non-New Zealand citizen or resident workers recruited under SSE policy?
- Yes  No
- G7** Will the business promptly notify Immigration New Zealand if it becomes aware of any of its non-New Zealand citizen or resident workers breaching the conditions of their work permits?
- Yes  No

## Section H Publishing your details

- H1** If your application for SSE Approval in Principle is approved, do you want the name and contact details of your business to be included in a list of employers with SSE Approvals in Principle that will be made publicly available on the Immigration New Zealand website?
- Yes  No

Please note your answer to this question will not affect the outcome of your application.



**J4 Exempt from licensing.** Tick one box below to show why you are exempt from licensing.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.
- I provided immigration advice offshore in relation to applications or potential applications for student visas or student permits only.

Go to Section K: Declaration by person assisting the applicant.

**Section K Declaration by person assisting the applicant**

**This section must be completed and signed by the applicant's immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or filling in the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence. For more information, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz) or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.*

Name and address of person assisting applicant.  Same as address given at  B2, or  as below.

Family/last name

Given/first name(s)

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Company name (if applicable) and address

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Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that after the applicant has signed this form it is an offence to change or add further information, change any documents attached to the form, or attach any further documents to the form.

I note that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed and give reasons for the changes.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

I have **assisted** the applicant as an interpreter/translator

I have **assisted** the applicant with filling in the form

I have **assisted** the applicant in another way. Please specify

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I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section J: Immigration adviser's details are correct.

**Signature of person assisting**

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Date 

D	D	M	M	Y	Y	Y	Y
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**Section L Lodging this application**

Specific information related to the RSE and SSE policy is available at [www.immigration.govt.nz](http://www.immigration.govt.nz) or by phoning 0508 55 88 55 (toll free in New Zealand).

Send your completed application to:

Recognised Seasonal Employer Unit  
Immigration New Zealand — Wellington branch  
PO Box 27-149  
Wellington



## About the information you provide

### Deciding whether you are eligible for an approval in principle

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for an approval in principle. We may also use the information to contact you for research purposes or to advise you on immigration matters.

The address of Immigration New Zealand is PO Box 3705, Wellington, New Zealand. **This is not where your application should be sent.**

Collecting the information is authorised by the Immigration Act 1987 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

### Other documents we may need

Sometimes we may ask for additional documents or information so that we can consider it with this application.

### Other documents you may wish to send

You may wish to send other documents or information so that we can consider it with this application. Please send photocopies only (not original documents), as these documents will not be returned to you. If we need to see an original document, you will be asked to produce it later.

### For more information

If you have questions about completing the form:

- see our website [www.immigration.govt.nz](http://www.immigration.govt.nz)
- telephone our call centre on 0508 558 855 (within New Zealand)
- contact one of Immigration New Zealand's offices.

Immigration New Zealand has offices in Apia, Bangkok, Beijing, Hong Kong, Jakarta, London, Manila, Moscow, New Delhi, Nuku'alofa, Shanghai, Singapore, Suva, Sydney, and Taipei. You can also contact New Zealand diplomatic and consular offices.

In New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch, Queenstown and Dunedin.

## Section M

## Paying your application fee

### Your application fee

The application fee is \$180.

Application number   
*(office use only)*

### Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing:

Bank cheque/bank draft

Credit card (choose one)

Mastercard

Visa

Name of cardholder

Card number

Expiry date

Signature of cardholder

Date

### Other methods of payment

Personal cheque. *Note that we will hold your application for 10 working days to allow the cheque to be cleared.*

Cash. *Cash should not be sent through the mail for security reasons.*

**We do not accept money orders.**

## Section N Collection of Labour Market Information

To assist the Ministry of Social Development – Work and Income to assess the labour market in your region, we would appreciate it if you could complete the tables below. It will not affect the outcome of your SSE Approval in Principle application, if you do not complete these tables.

Please complete the tables by entering the number of workers you have employed in the last 12 months in Table 1, and the number of workers you expect to employ in the following 12 months in Table 2. Please submit this page together with your application form to the RSE Unit. The Department of Labour will provide this information to the Ministry of Social Development – Work and Income.

Employer's name:

Address

**Table 1: Historical Labour Force Mix (previous 12 months)**

Month/ Year													
NZ													
RSE													
AIP													
TRSE													
WHS													
VOC													
Other													
<b>Total</b>													

**Table 2: Planned Future Labour Force Mix (upcoming 12 months)**

Month/ Year													
NZ													
RSE													
AIP													
SSE													
WHS													
VOC													
Other													
<b>Total</b>													

Key	Workers
NZ	New Zealand
RSE	Recognised Seasonal Employer work/limited purpose permits
AIP	Approval in Principle work permit
SSE	Supplementary Seasonal Employment
WHS	Working holiday scheme work permit
VOC	Variations to Conditions to visitor permits
TRSE	Transitioning to Recognised Seasonal Employer work permit