

This guide is intended to provide an overview of the steps required to apply online. It is not a detailed guide; just prompts to help you navigate through the key areas of the portal

Specialist vape retailer:  
application guidance

Vaping Regulatory Authority

Date: 15/09/2023

Version: 1.4

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Specialist Vape Retailer Applications - Preparation

# Before you start, you will need the following

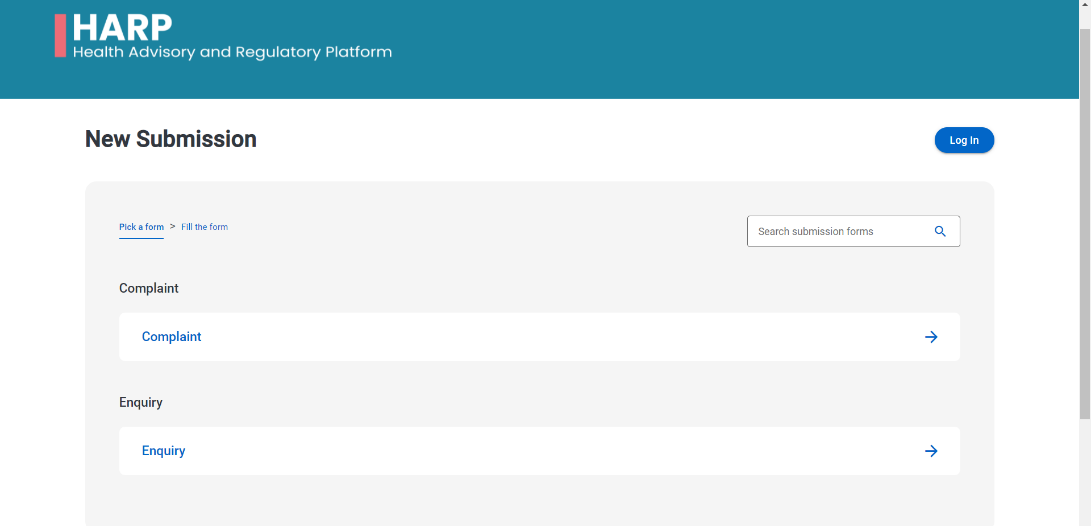
1. ​Business contact details​
2. Debit/Credit card (if not paying by invoice) plus 2% card processing fee​
3. The fees are: ​
   1. Specialist Vape Retailer (SVR) $1600 plus GST (one-off fee) ​
   2. Approved Vaping Premise (AVP) $600 plus GST (one-off fee per premise)​
   3. Approved Internet Site (AIS) $600 plus GST (one-off fee per website)​

Specifically, for AVP applications. You will need the following:  ​

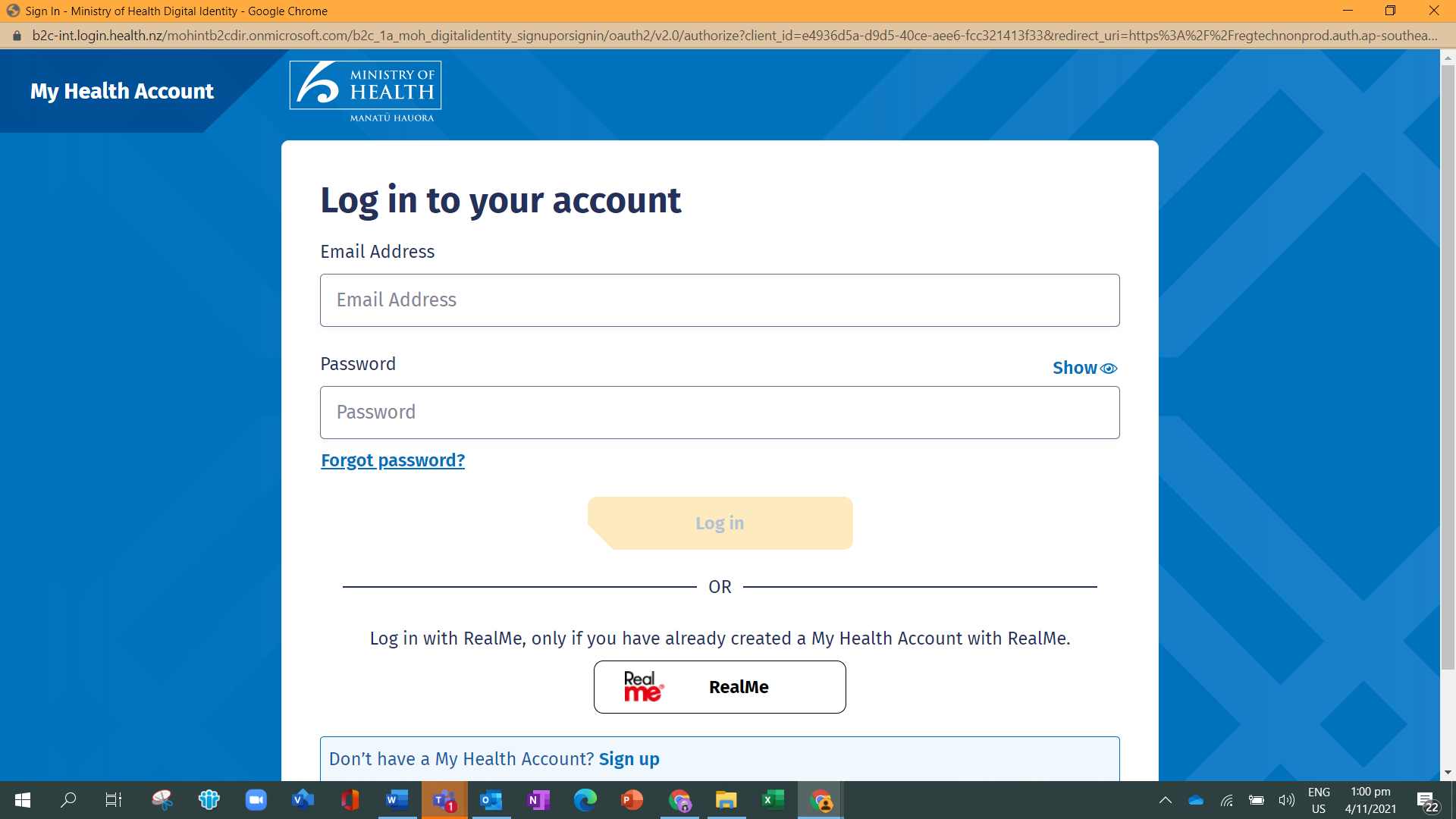
1. Photos of the outside of your premise including the main entrance ​
2. Photos of the inside of your premise from the main entrance ​
3. Photos of all your point of sales​

Specialist Vape Retailer Applications – applying online

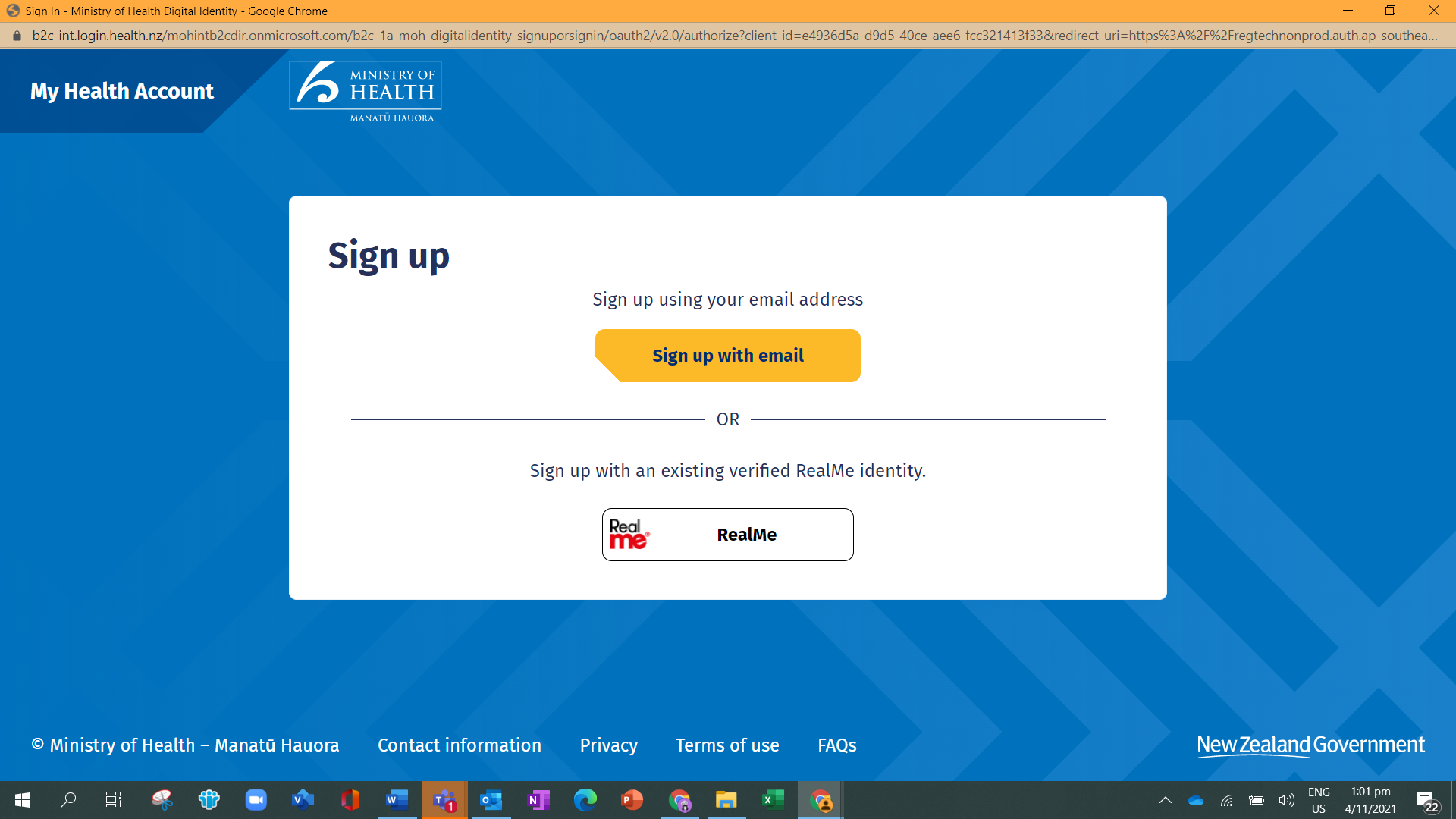
# Step 1: Log In / Register

1. Go to the HARP portal <https://vaping.harp.health.nz> and select LOG IN.

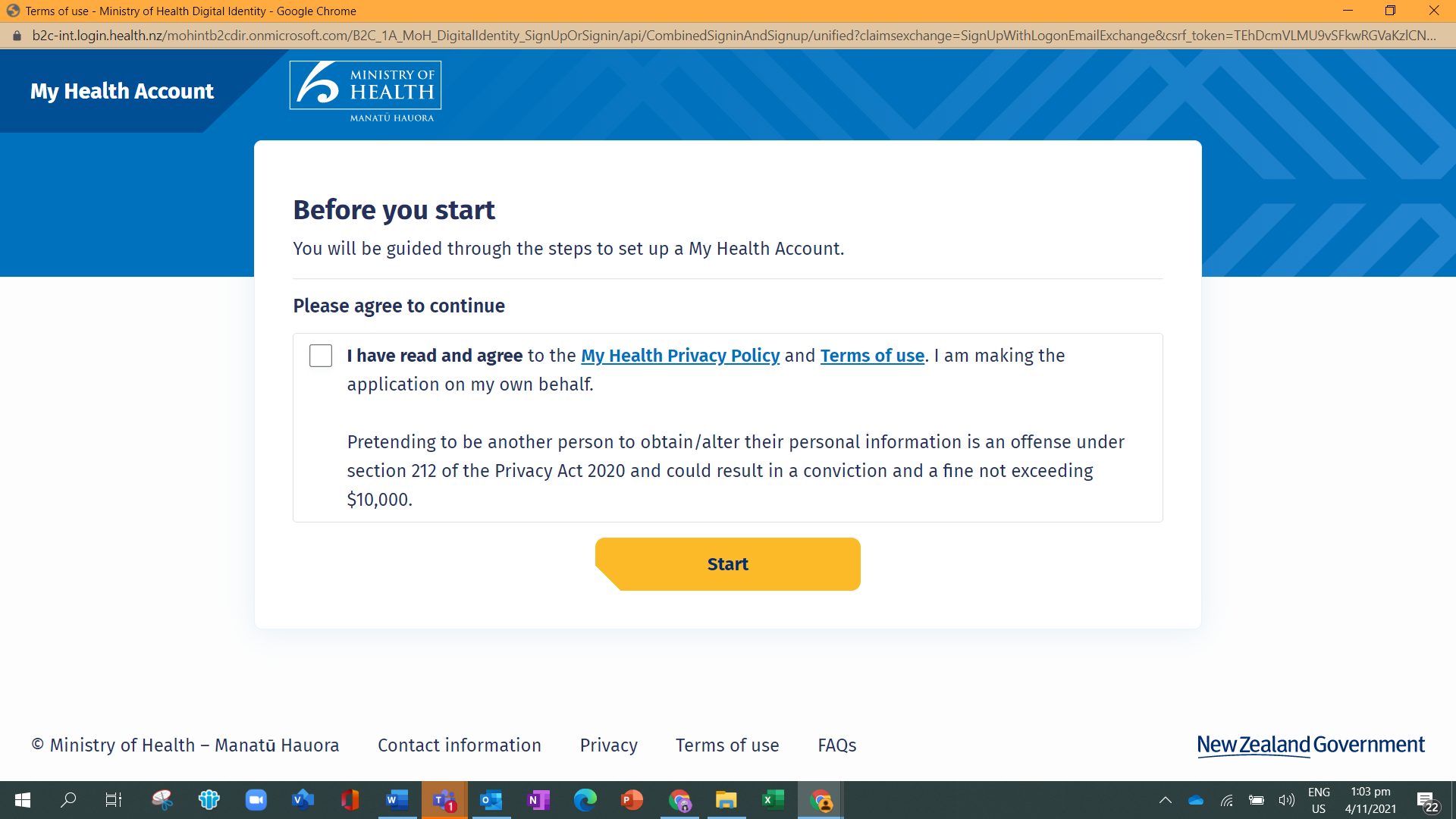
1. SIGN UP for My Health Account

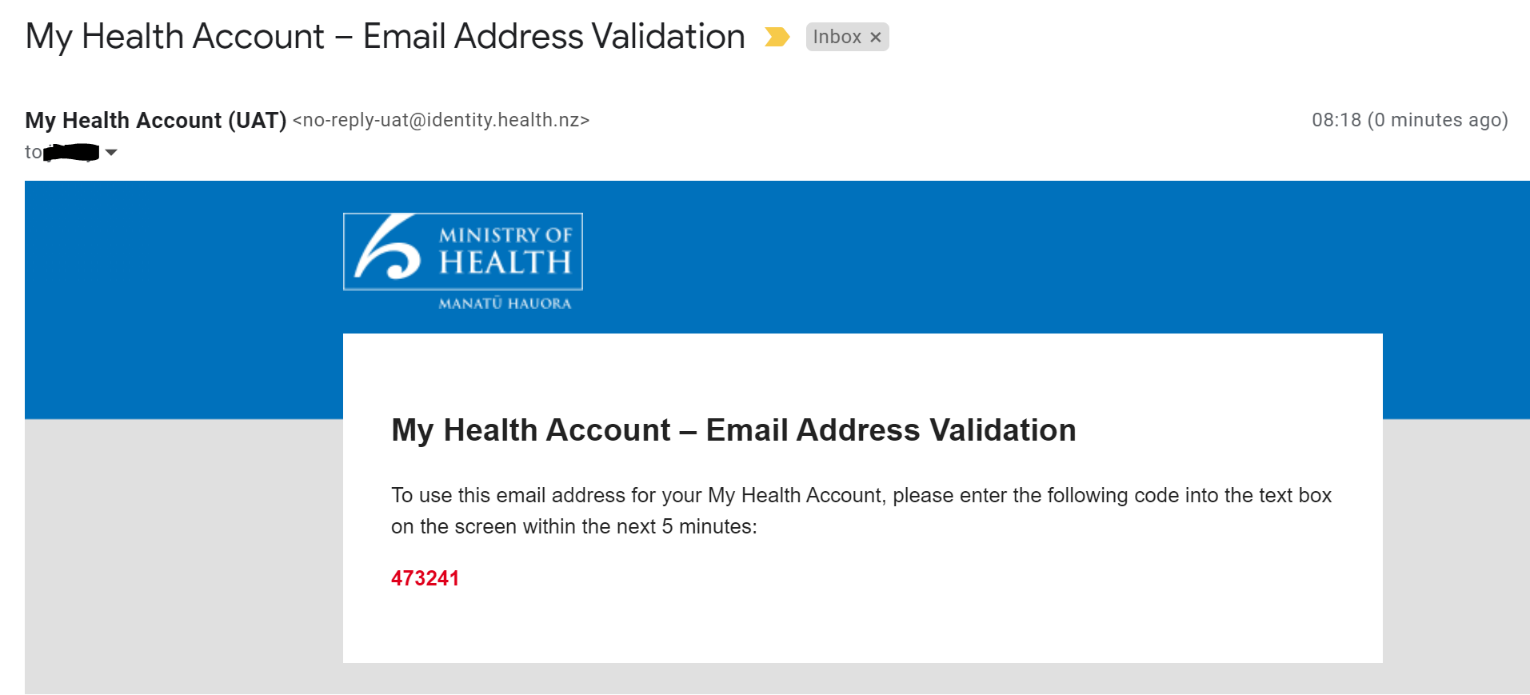
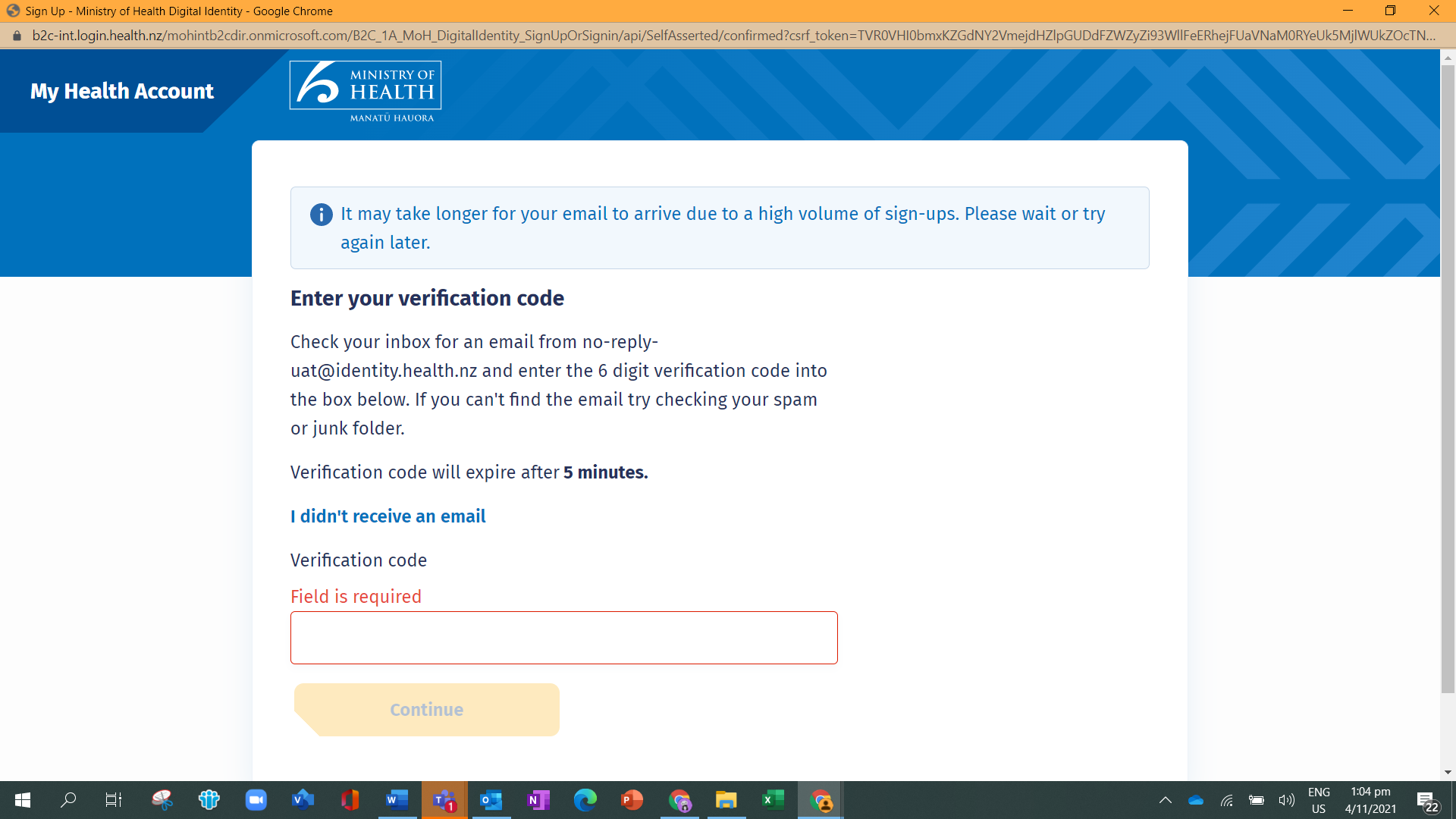
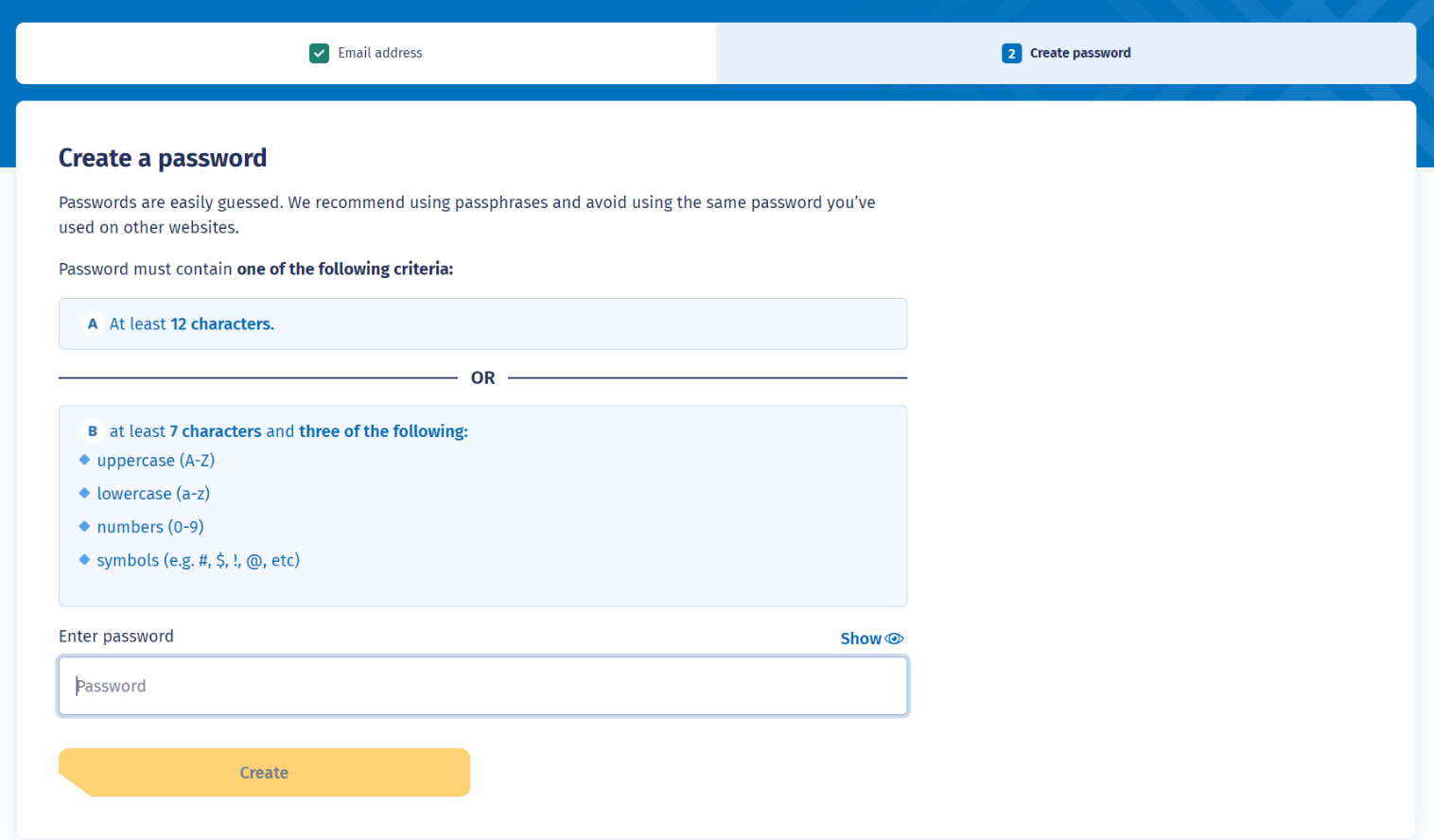


1. SIGN UP with Email or RealMe



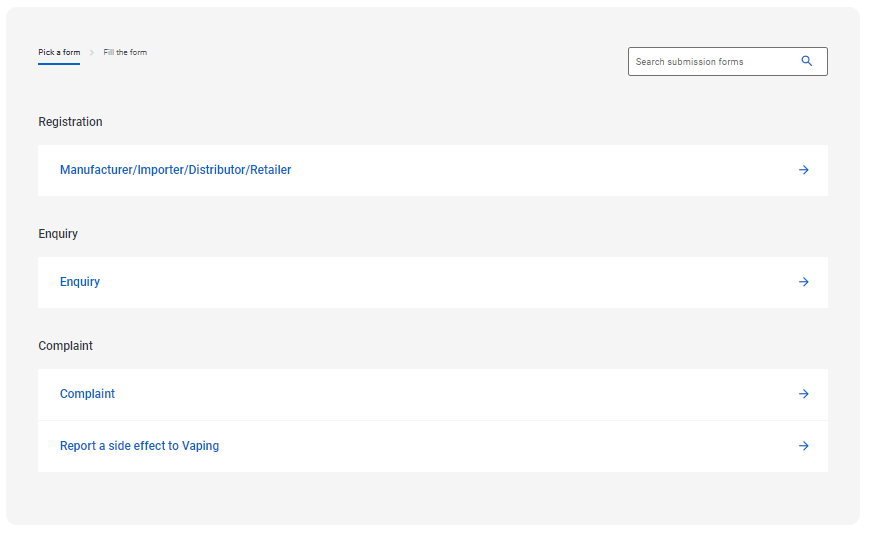
1. PLEASE AGREE TO CONTINUE and click START

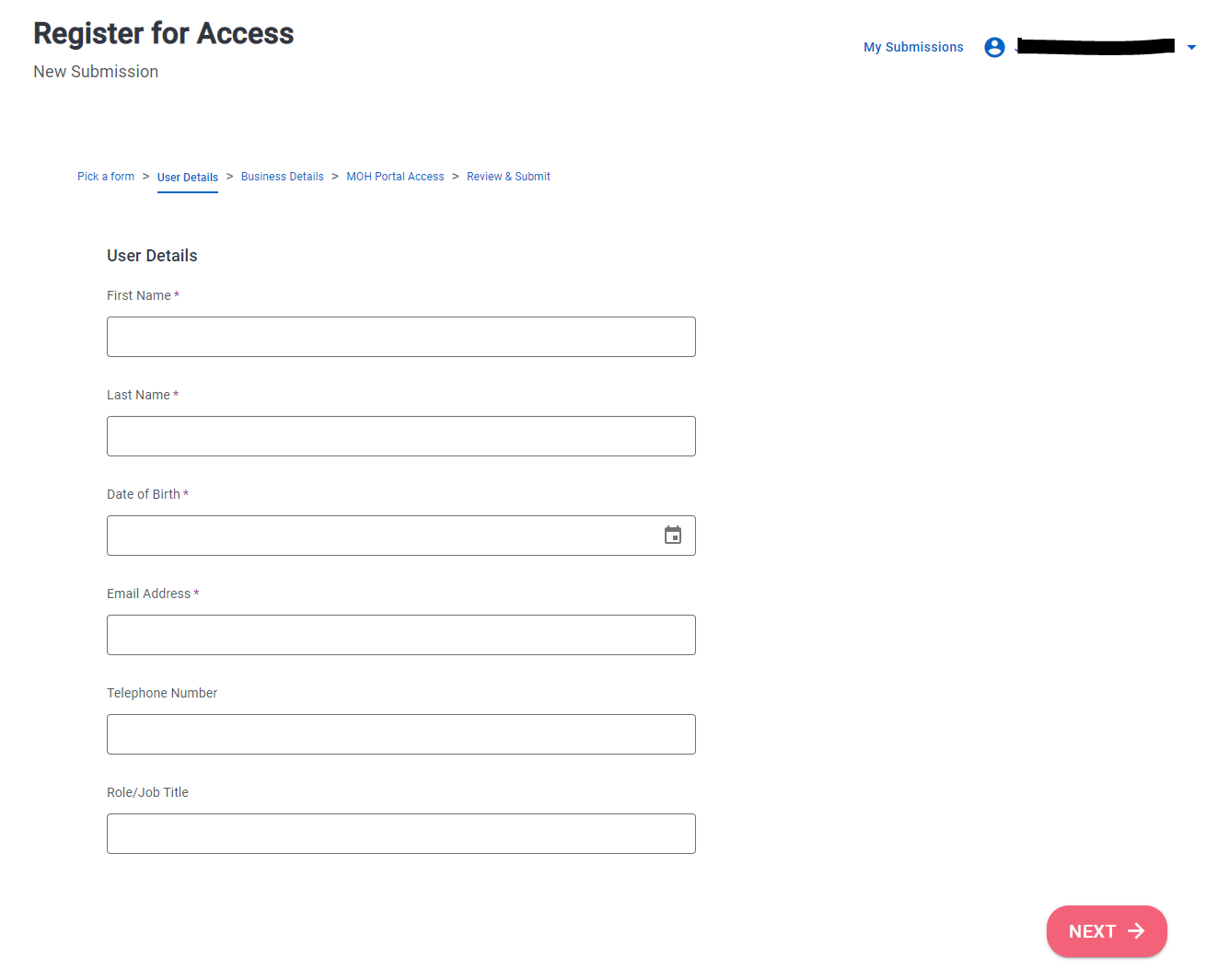
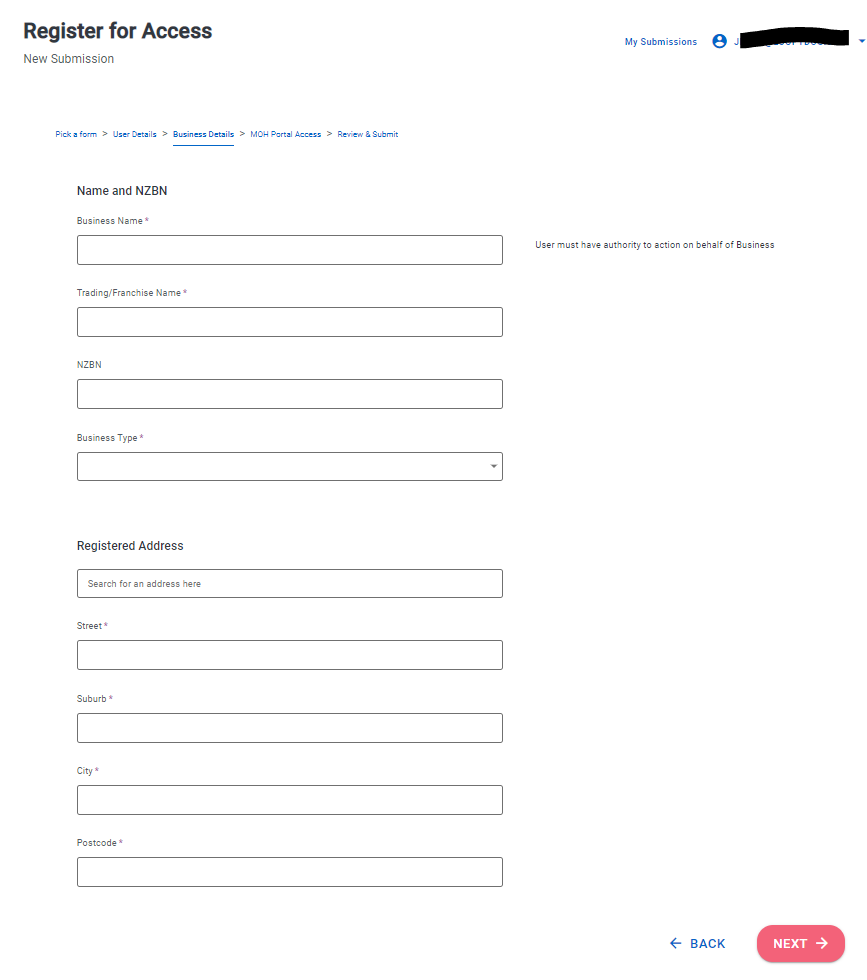
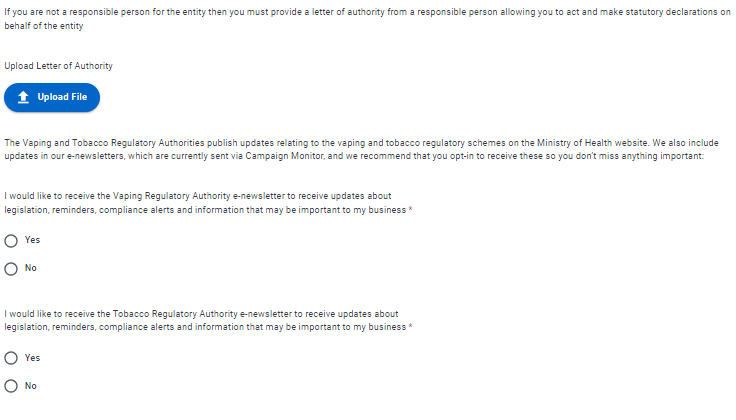


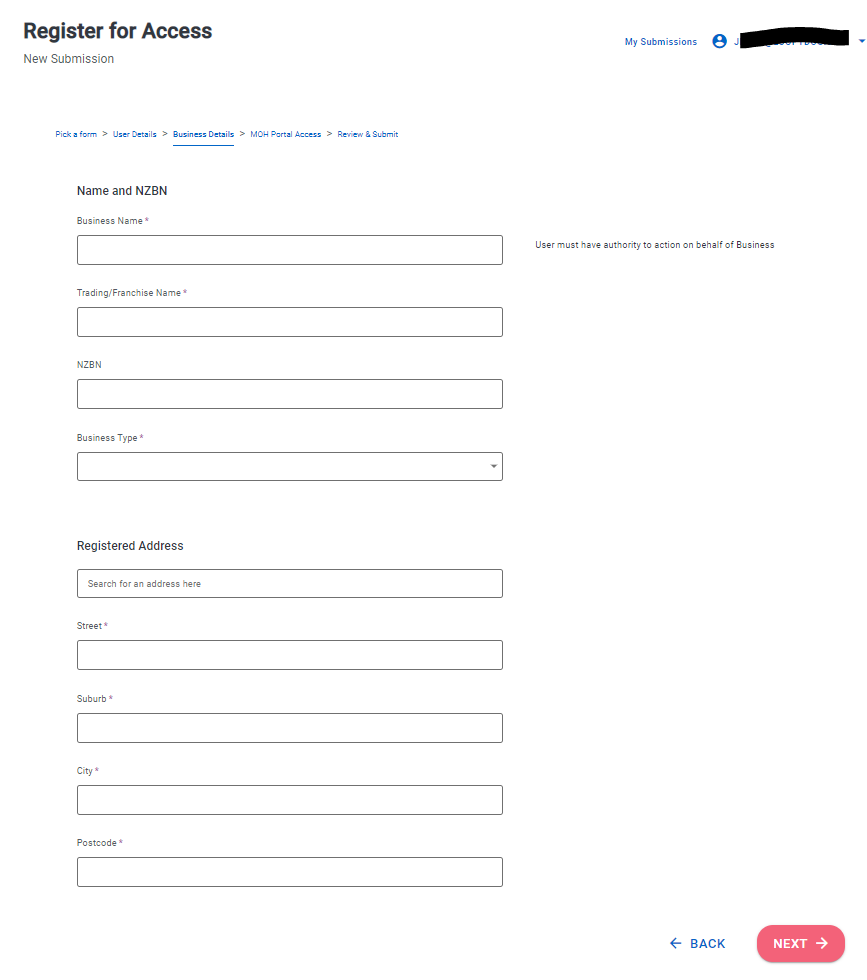
1. Enter email address and SEND VERIFICATION
2. Check email and copy verification code
3. Enter verification code and CONTINUE,   
   
4. Enter password and CREATE

# step 2: REGISTER FOR ACCESS

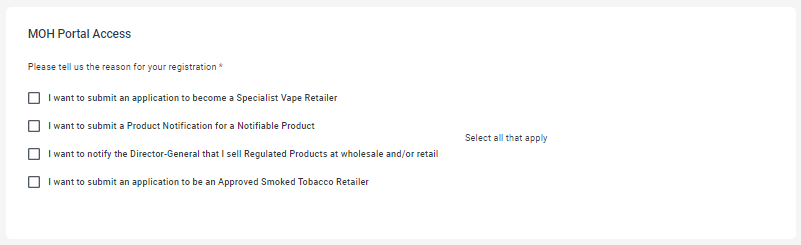
1. Register for access



1. Enter USER DETAILS, NAME & NZBN, and REGISTERED ADDRESS

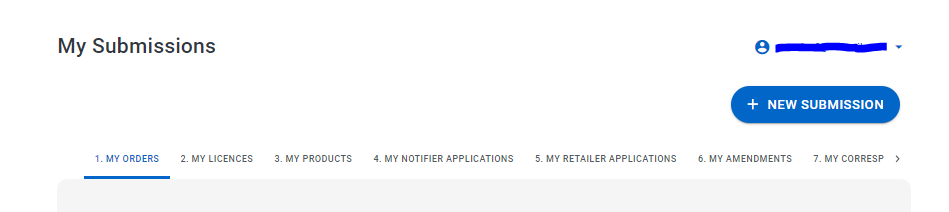
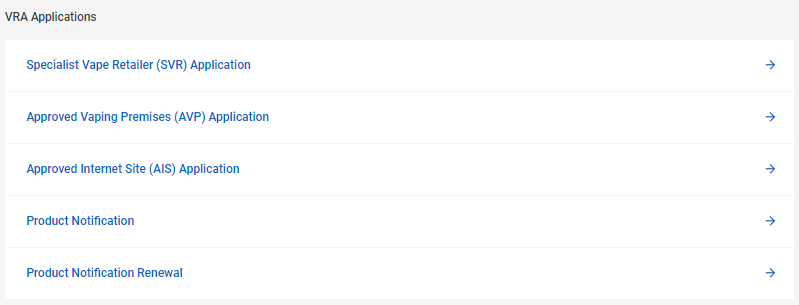


1. Select SPECIALIST VAPE RETAILER, then NEXT button, then SUBMIT NOW button  
   Registration will be reviewed and email sent once approved.

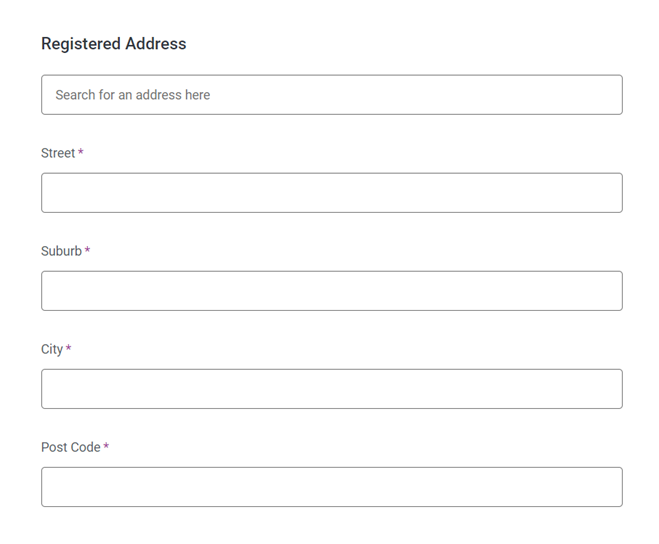


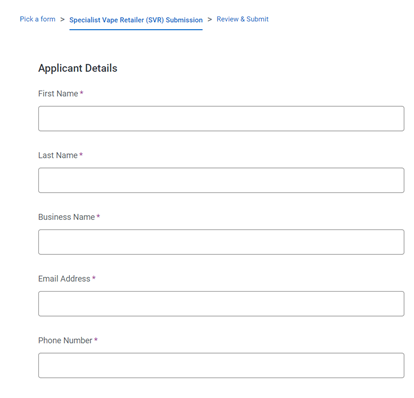
1. PLEASE NOTE IT COULD TAKE A FEW BUSINESS DAYS FOR A CUSTOMER ACCOUNT TO BE SET UP.

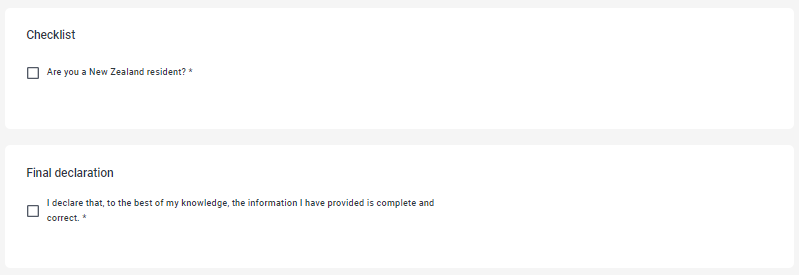
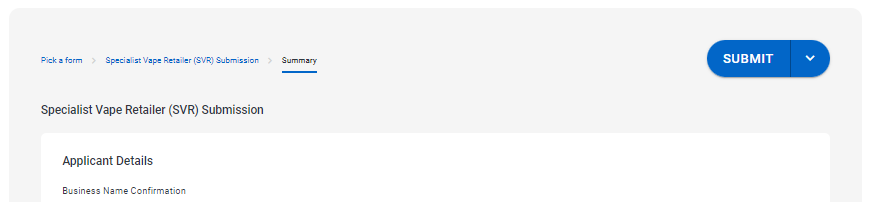
# step 3: My submissions

1. After access granted proceed to MY SUBMISSIONS dashboard and click on + NEW SUBMISSION​
2. Select SPECIALIST VAPE RETAILER APPLICATION

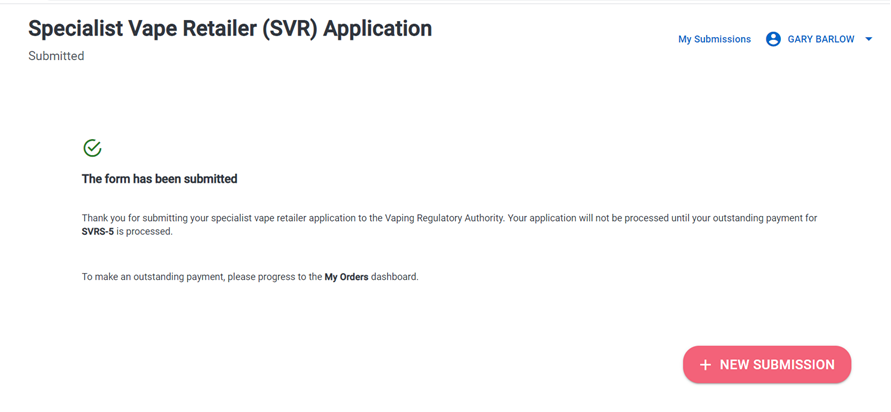
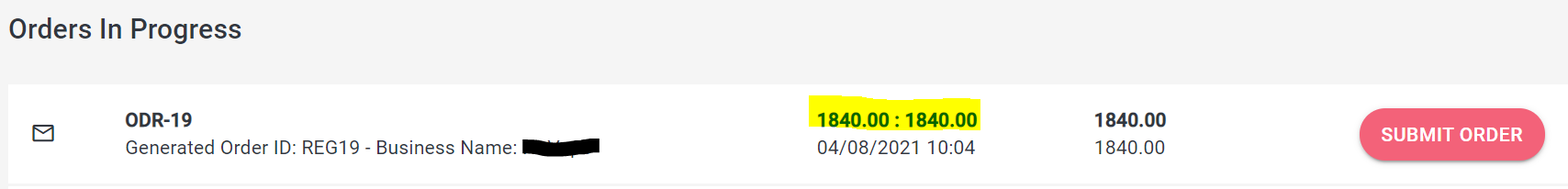
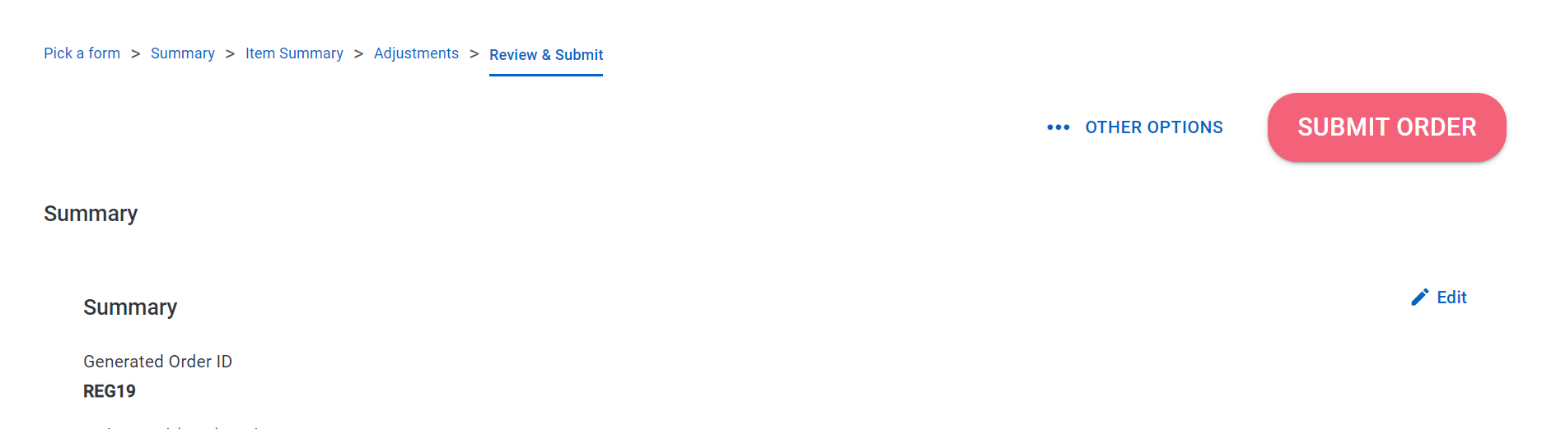
# step 4: Complete svr application



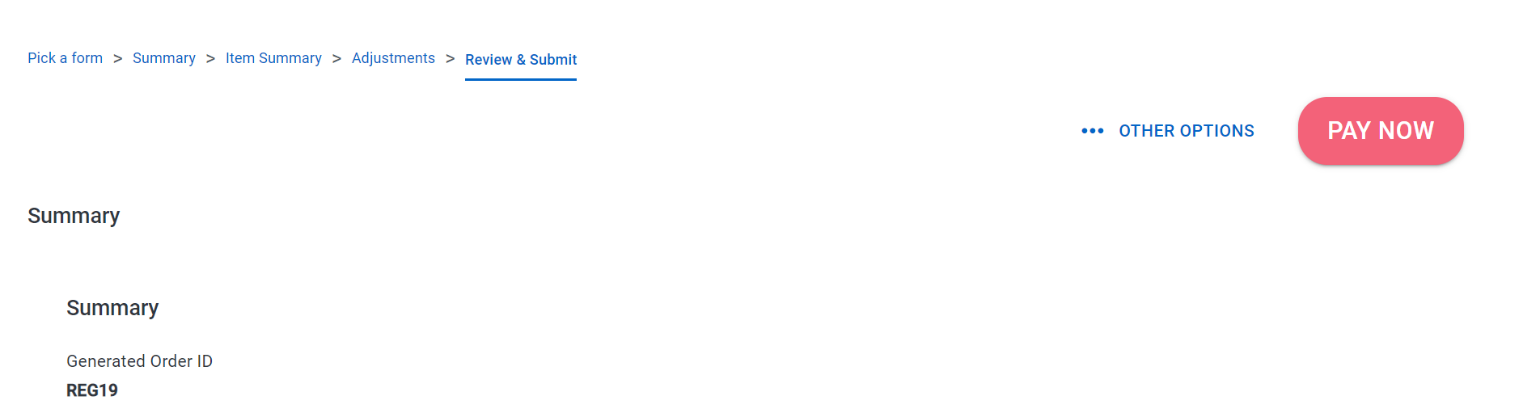
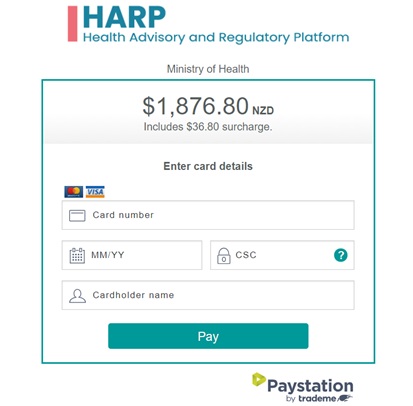
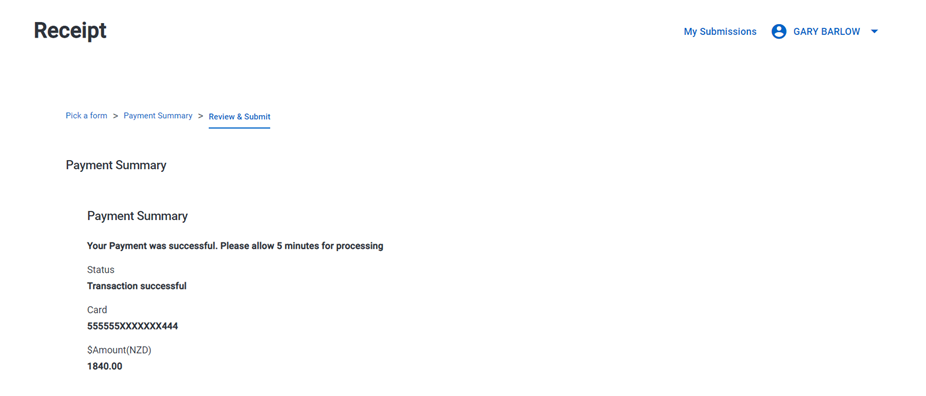
* 1. Fill in APPLICANT DETAILS:
  2. Fill in REGISTERED ADDRESS:

1. Complete CHECKLIST and FINAL DECLARATION:
2. Click NEXT Button and then hit the SUBMIT NOW button

# step 4: submit order and pay

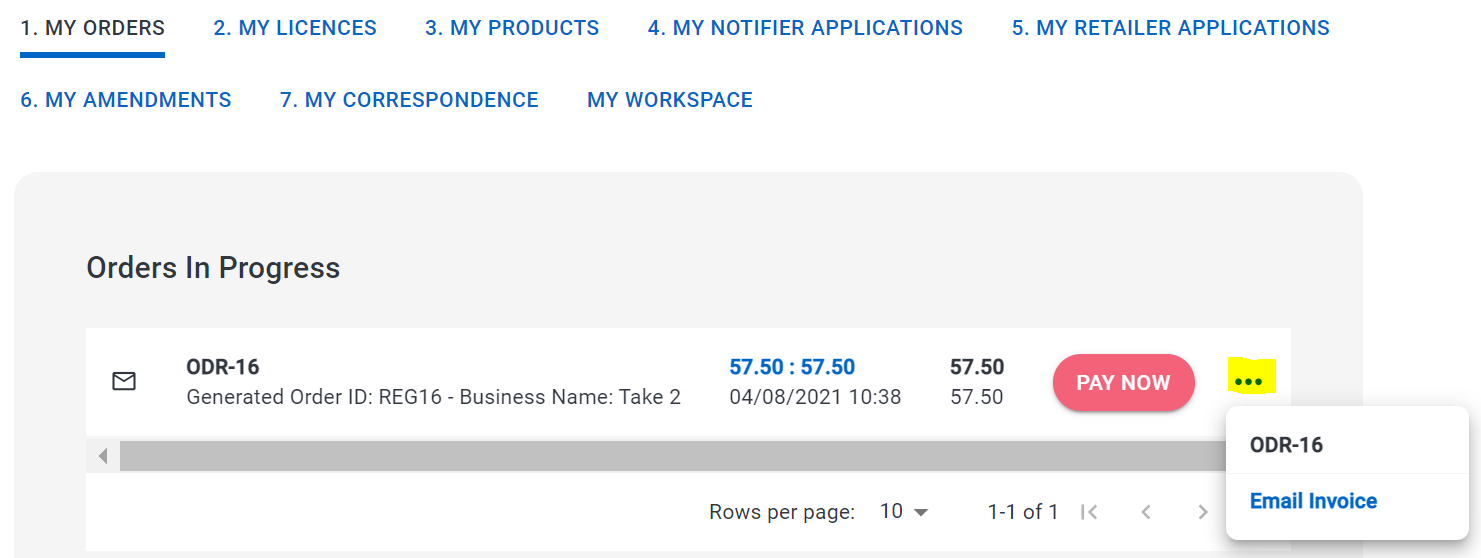
1. Click on MY SUBMISSIONS and go to the MY ORDER dashboard:
2. Click the price to open the order.
3. Review ITEM SUMMARY and click NEXT button.
4. Review ADJUSTMENTS and click NEXT button.
5. Review SUMMARY and click SAVE button.
6. Click SUBMIT ORDER button

## PAY BY CREDIT CARD

1. Click PAY NOW button
2. Enter debit/credit card details and PAY
3. After payment you will receive a receipt

1. Your SVR application has been submitted for assessment
2. An email will be sent when the application has been assessed, or you can check progress on HARP

## PAY BY INVOICE

1. In the My Orders screen, click … to the right of the Order. Select EMAIL INVOICE
2. Make payment to the bank account on the invoice
3. Once payment has been received your SVR application will be submitted for assessment. This should be processed within five working days.
4. An email will be sent when the application has been assessed, or you can check progress on HARP

Approved vaping premise

application – Preparation

# before you start you will need the following

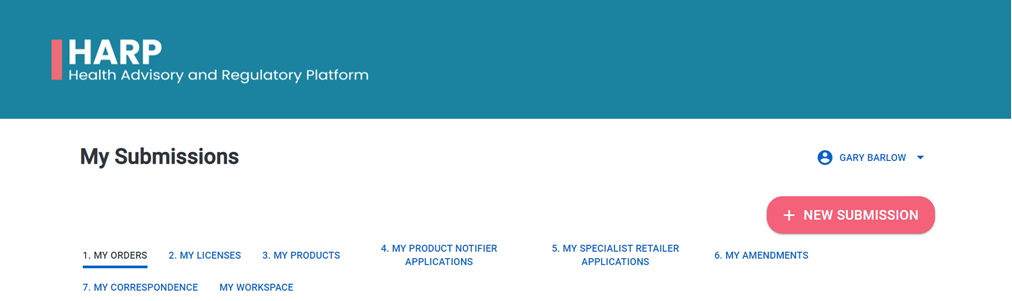
1. A submitted and approved SVR application
2. Photos of the outside of your premise including the main entrance ​
3. Photos of the inside of your premise from the main entrance ​
4. Photos of all points of sales​ areas
5. If you are applying for 60% sales threshold, documents will be required to demonstrate the applicability of the lower sales threshold
6. The fees for an AVP are $600 plus GST (one-off fee per premise)​

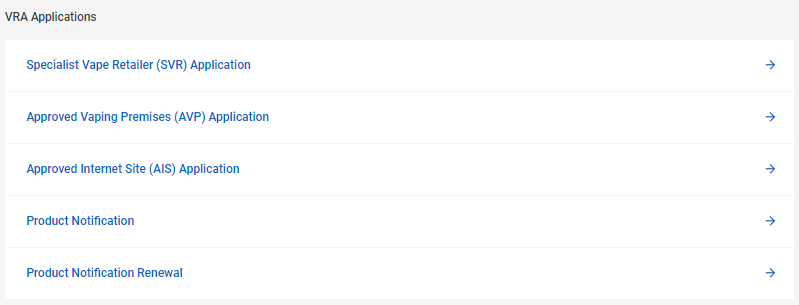
Approved vaping premise

application – Applying online

# step 1: create new AVP submission

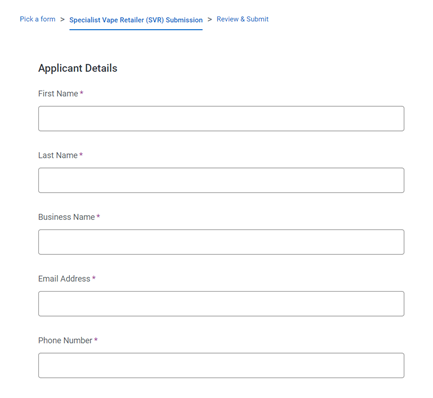
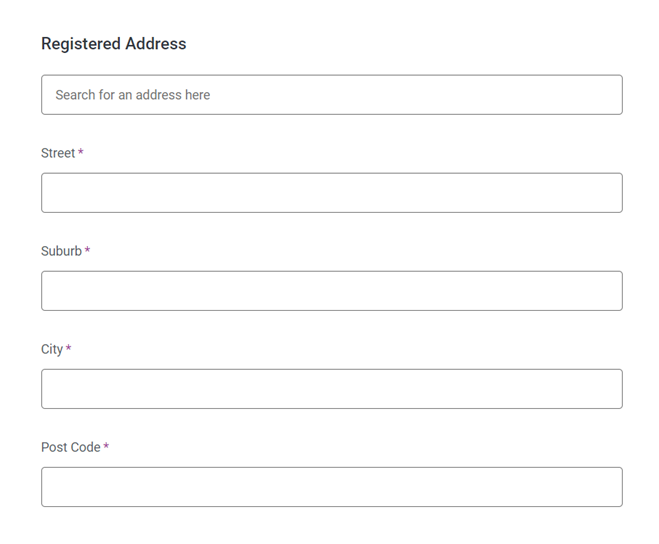
* 1. After logging into the HARP portal, proceed to MY SUBMISSIONS dashboard and click on + NEW SUBMISSION​



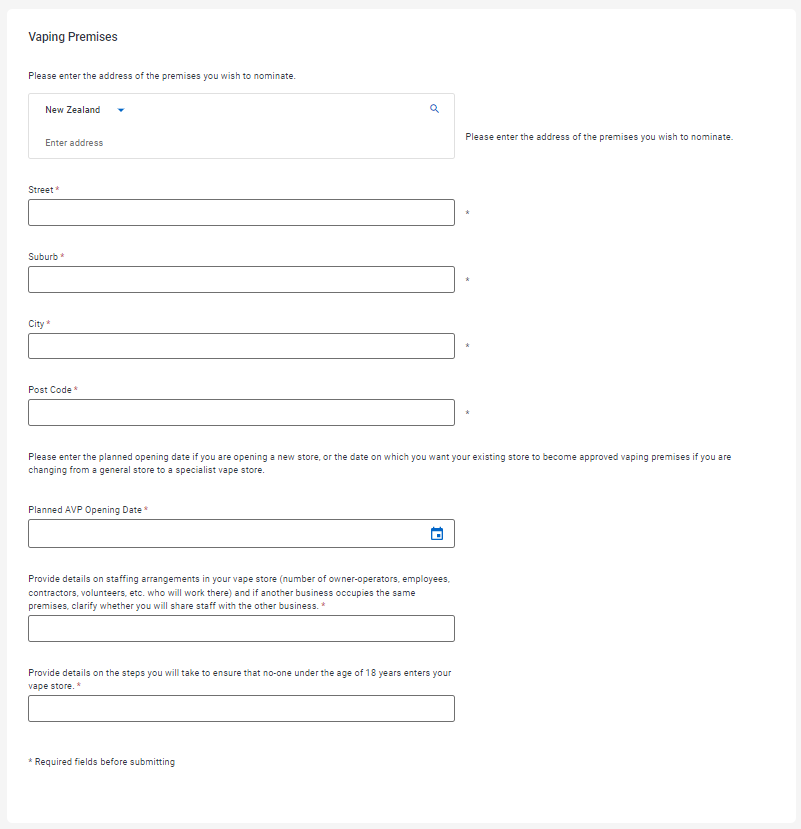
* 1. Select APPROVED VAPING PREMISES (AVP) APPLICATION

# Step 2: Complete Approved vape premises (AVP) Application

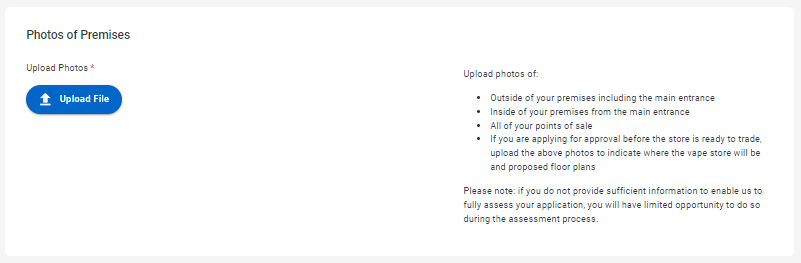
* 1. Fill in APPLICANT DETAILS:
  2. Fill in REGISTERED ADDRESS:

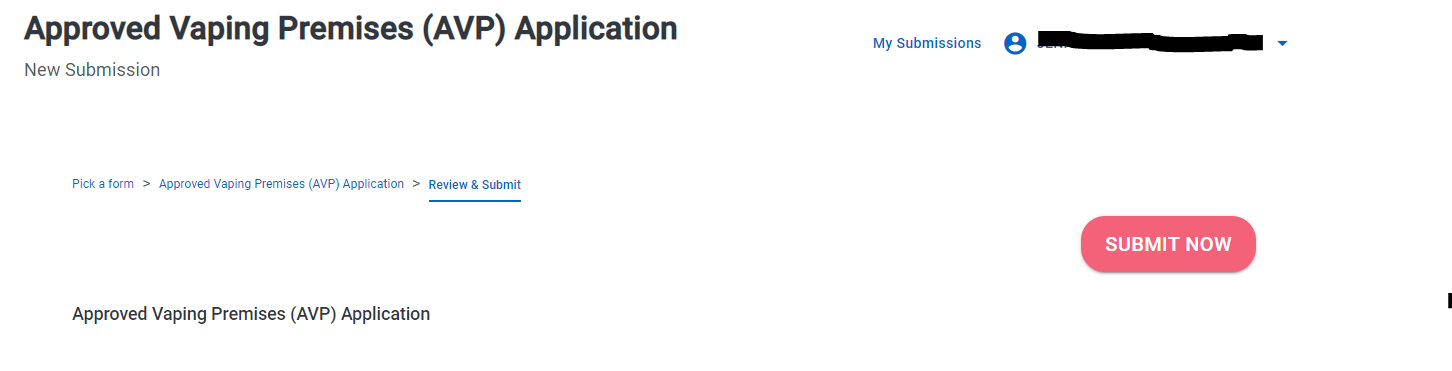
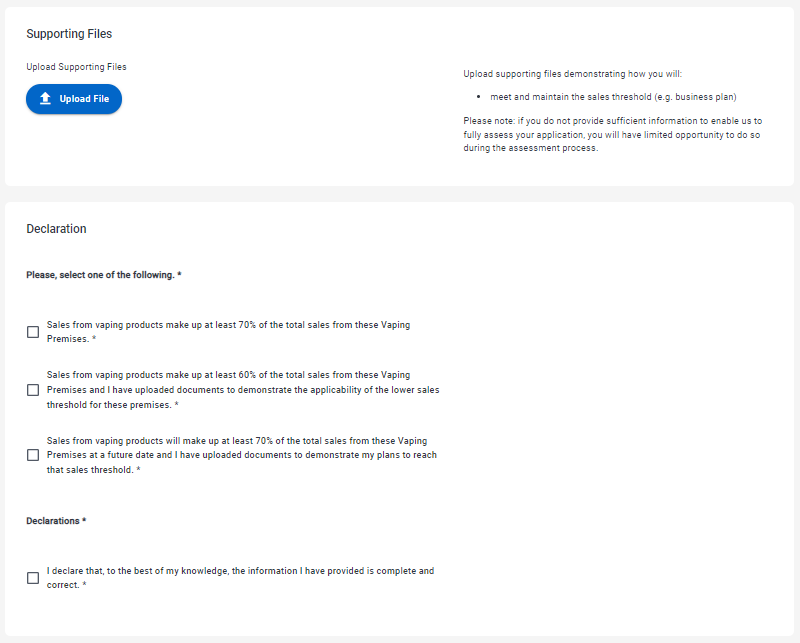


* 1. Fill in VAPING PREMISES details:



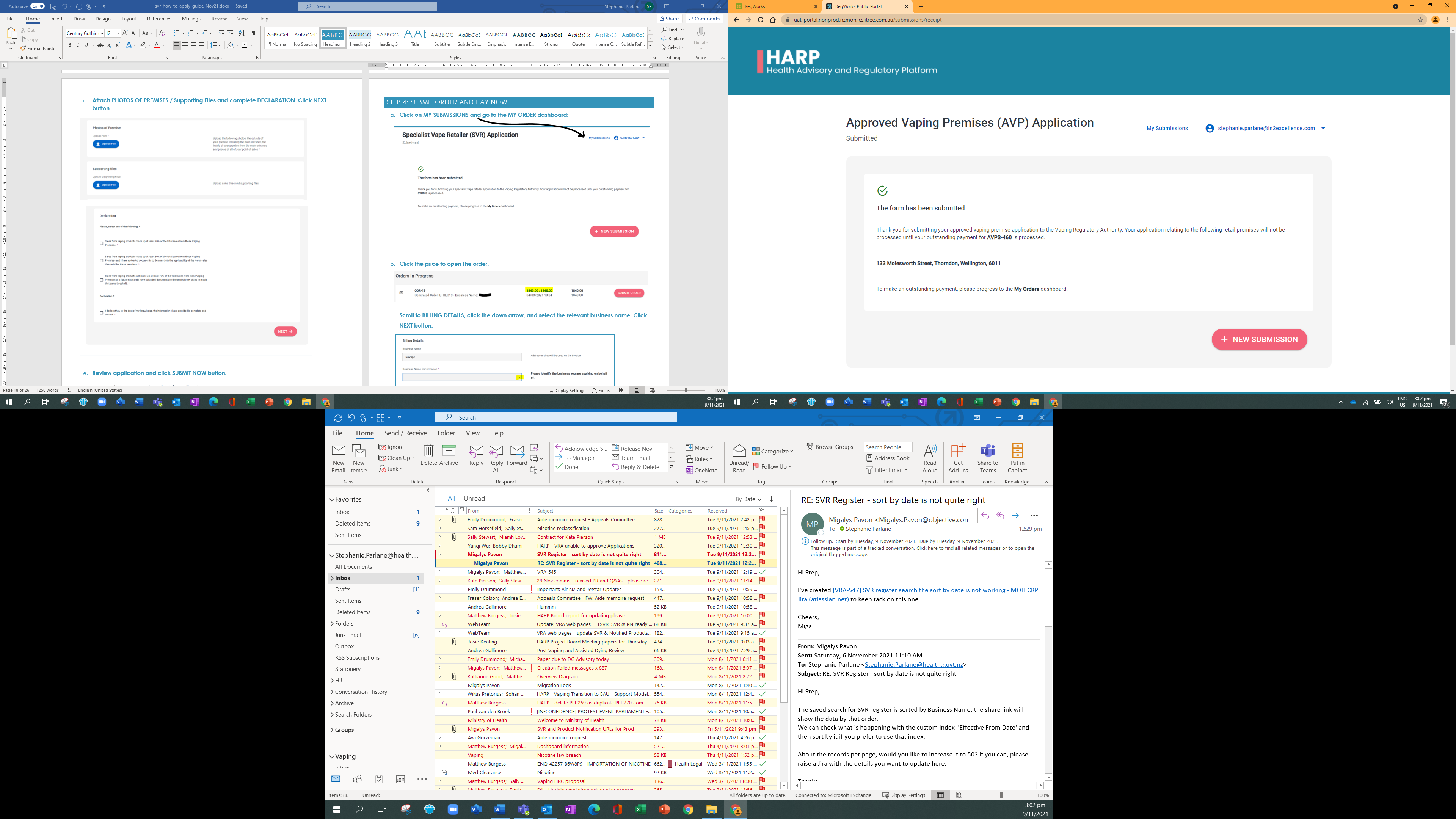
* 1. Attach PHOTOS OF PREMISES / Supporting Files and complete DECLARATION. Click NEXT button.

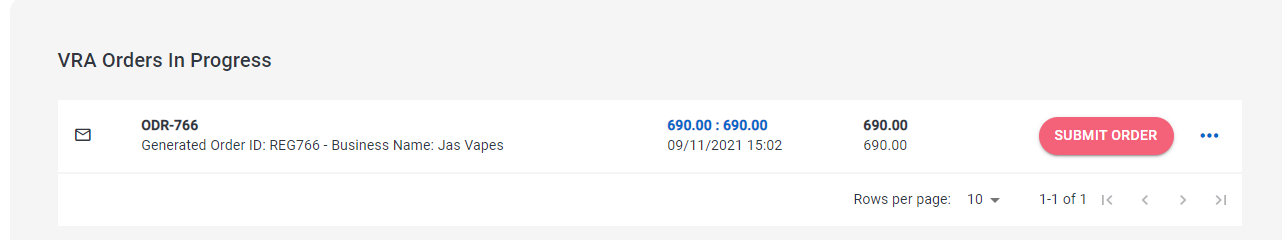
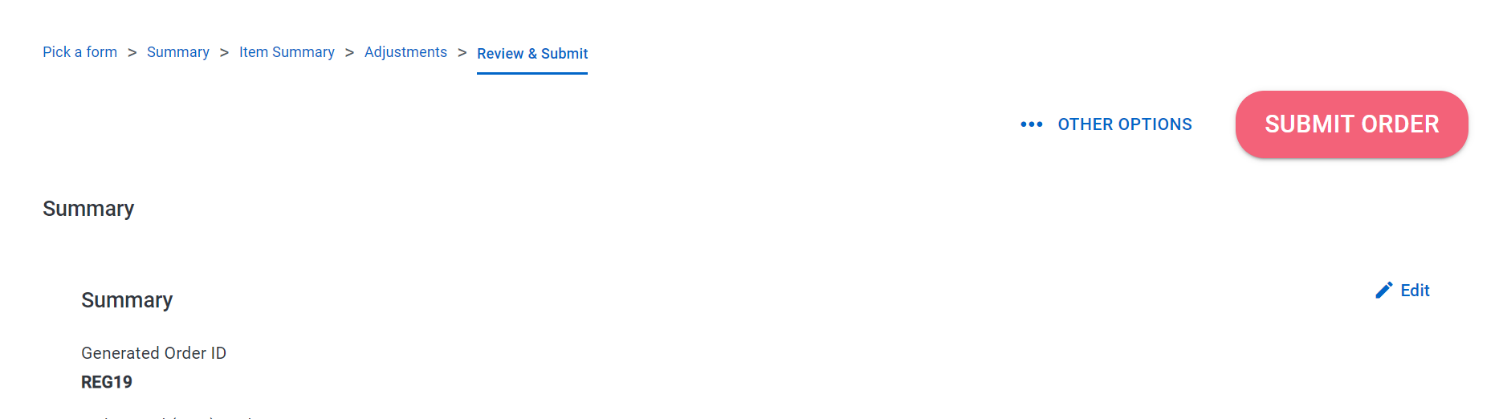


* 1. Review application and click SUBMIT NOW button.

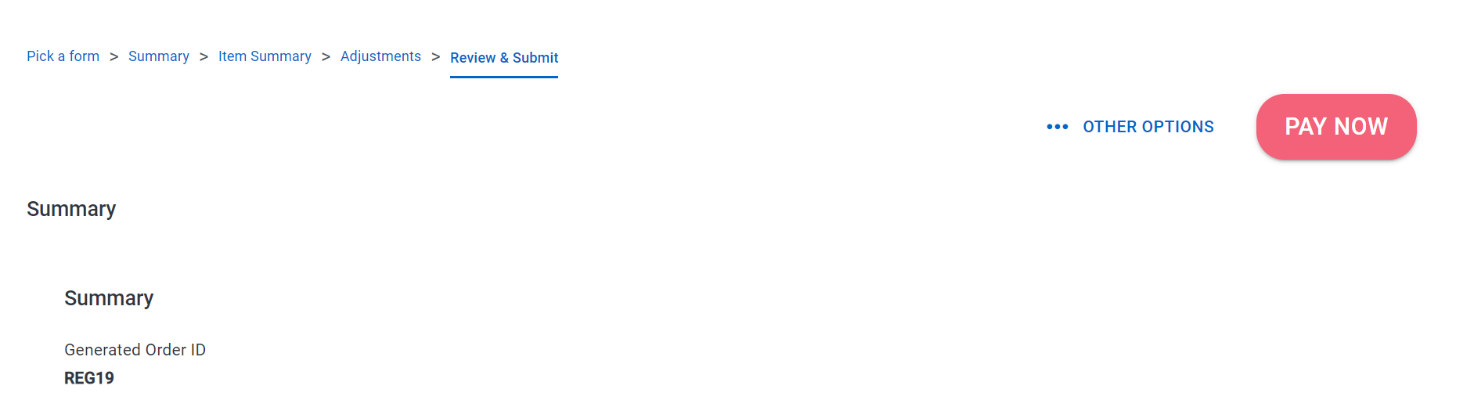
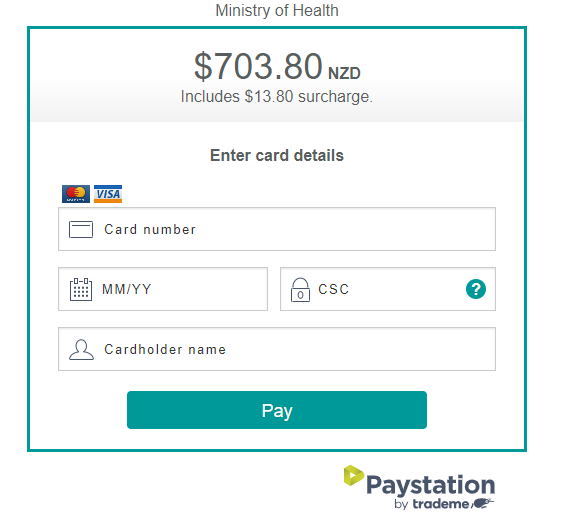
# step 4: submit order and pay now

1. Click on MY SUBMISSIONS and go to the MY ORDER dashboard:

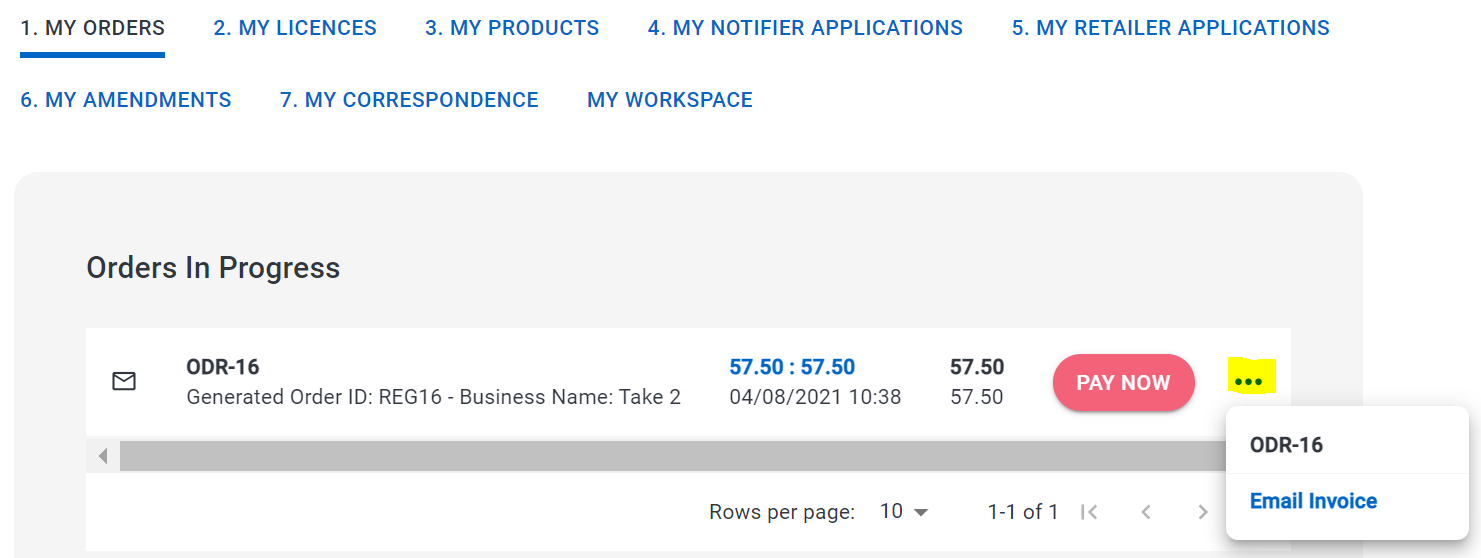


1. Click the price to open the order.  
   
2. Review ITEM SUMMARY and click NEXT button.
3. Review ADJUSTMENTS and click NEXT button.
4. Review SUMMARY and click SAVE button.
5. Click SUBMIT ORDER button

## PAY BY CREDIT CARD

1. Click PAY NOW button
2. Enter debit/credit card details and PAY  
   
3. After payment you will receive a receipt
4. Your AVP application has been submitted for assessment
5. An email will be sent when the application has been assessed, or you can check progress on HARP

## PAY BY INVOICE

1. In the My Orders screen, click … to the right of the Order. Select EMAIL INVOICE
2. Make payment to the bank account on the invoice
3. Once payment has been received your AVP application will be submitted for assessment
4. An email will be sent when the application has been assessed, or you can check progress on HARP

NOTE: You will need to submit a new application for each additional premise

approved internet site application – preparation

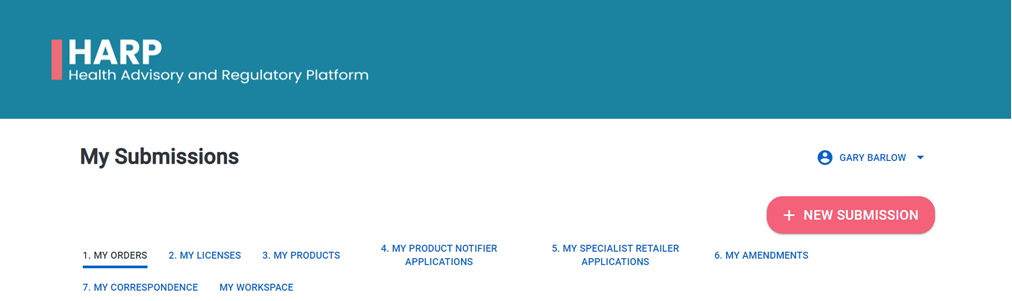
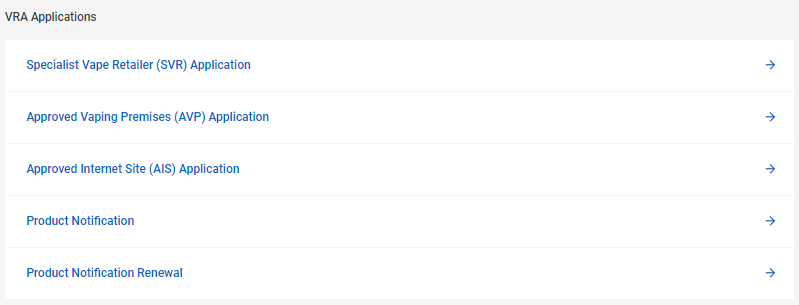
# before you start you will need the following

1. A submitted and approved SVR application
2. To have submitted an AVP application
3. The Internet Site details
4. The fees for an AIS are $600 (one-off fee per website)​

approved internet site

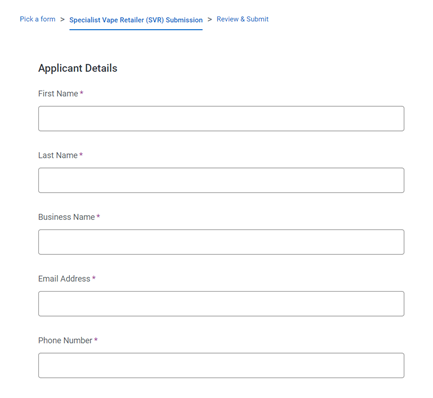
application – applying online

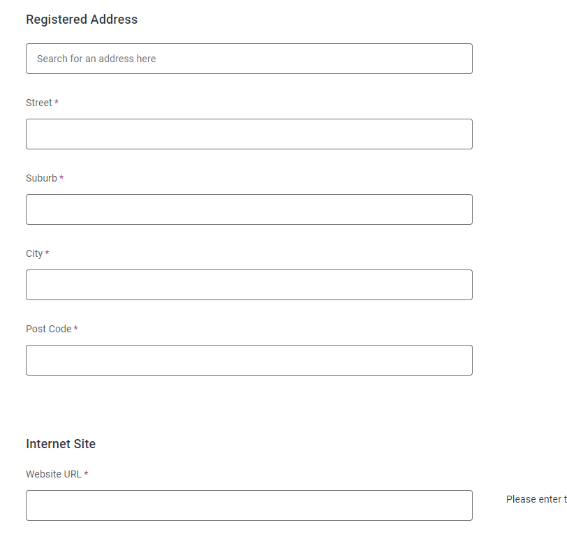
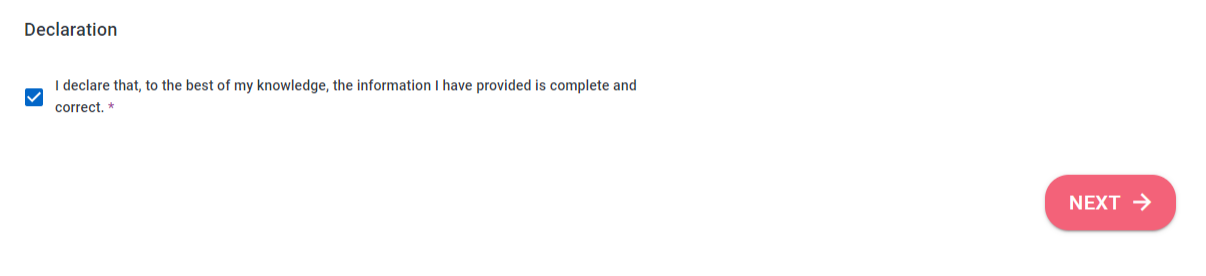
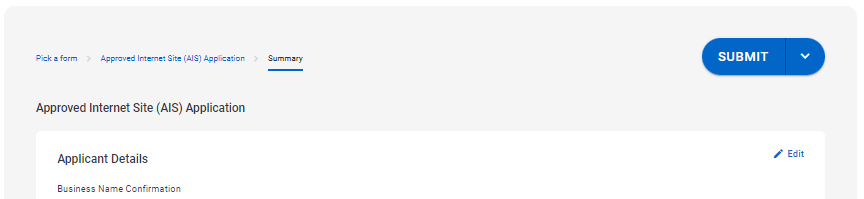
# step 1: create new submission

1. After logging into the HARP portal, proceed to***MY SUBMISSIONS*** dashboard and click on **+ NEW SUBMISSION**​
2. Select APPROVED INTERNET SITE (AIS) APPLICATION

# Step 2: Complete Approved INTERNET SITE (AIS) Application

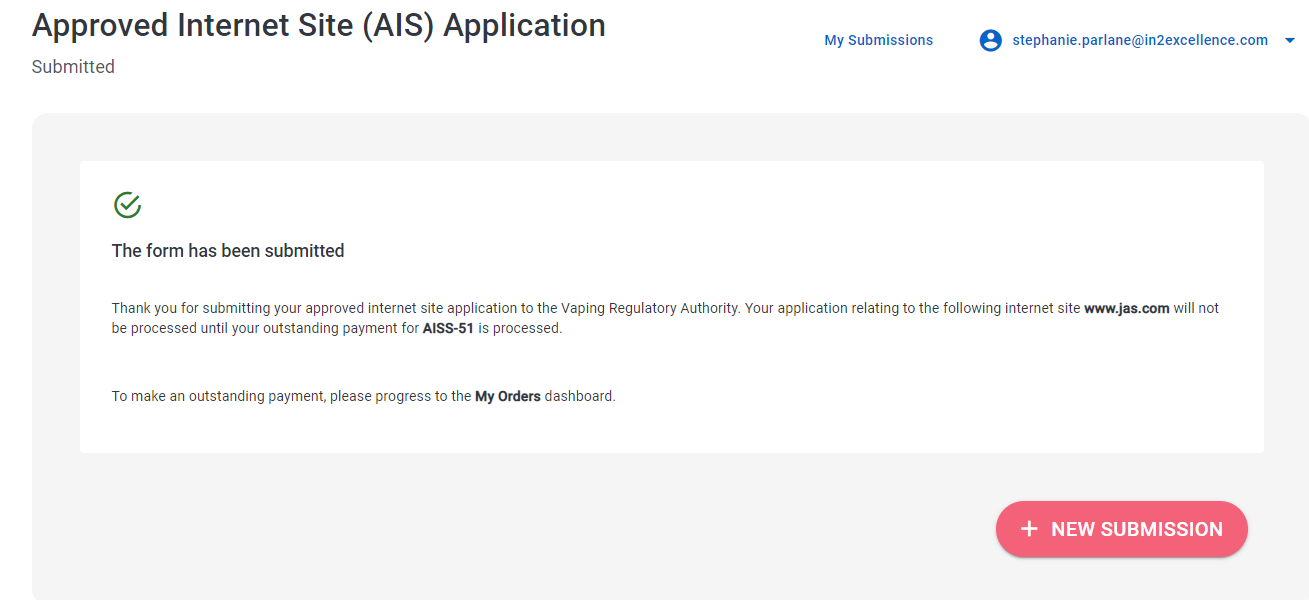
1. Fill in APPLICANT DETAILS:

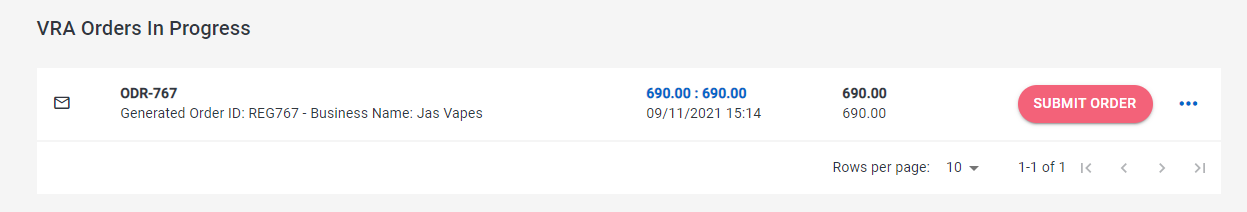
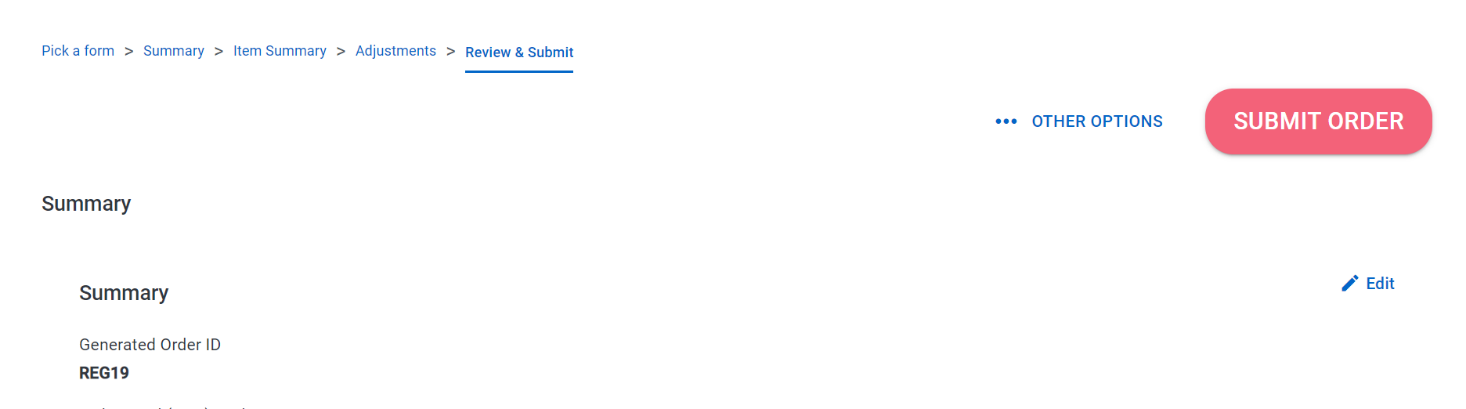


1. Fill in REGISTERED ADDRESS and INTERNET SITE:
2. Complete DECLARATION and click NEXT
3.  Review and click SUBMIT NOW button

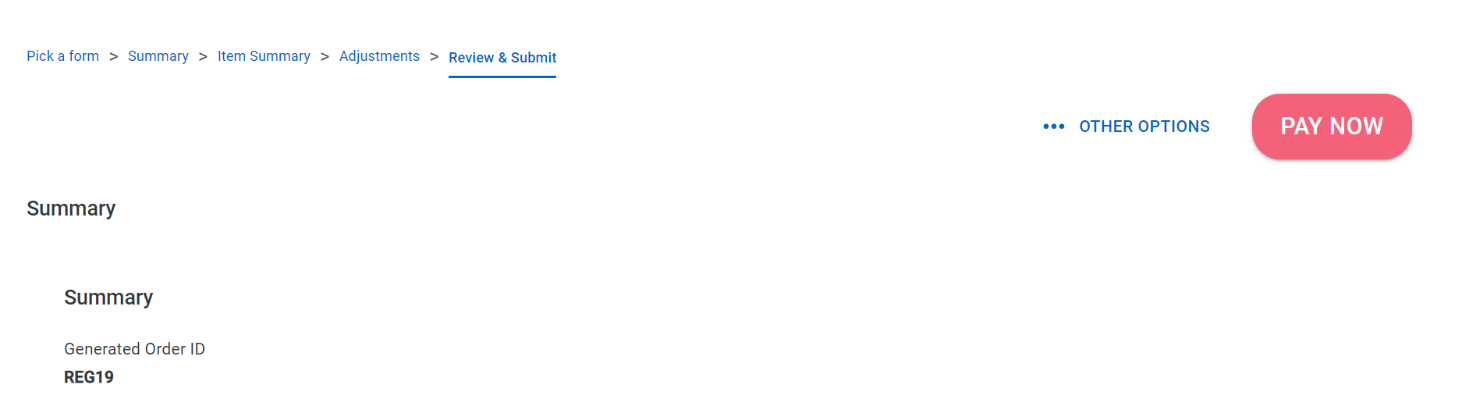
# step 3: submit order and pay

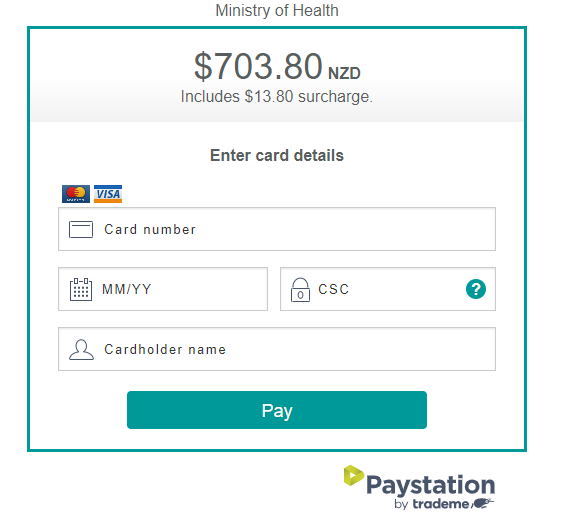
1. Click on MY SUBMISSIONS and go to the MY ORDER dashboard:



1. Click the price to open the order.  
   
2. Review ITEM SUMMARY and click NEXT button.
3. Review ADJUSTMENTS and click NEXT button.
4. Review SUMMARY and click SAVE button.
5. Click SUBMIT ORDER button

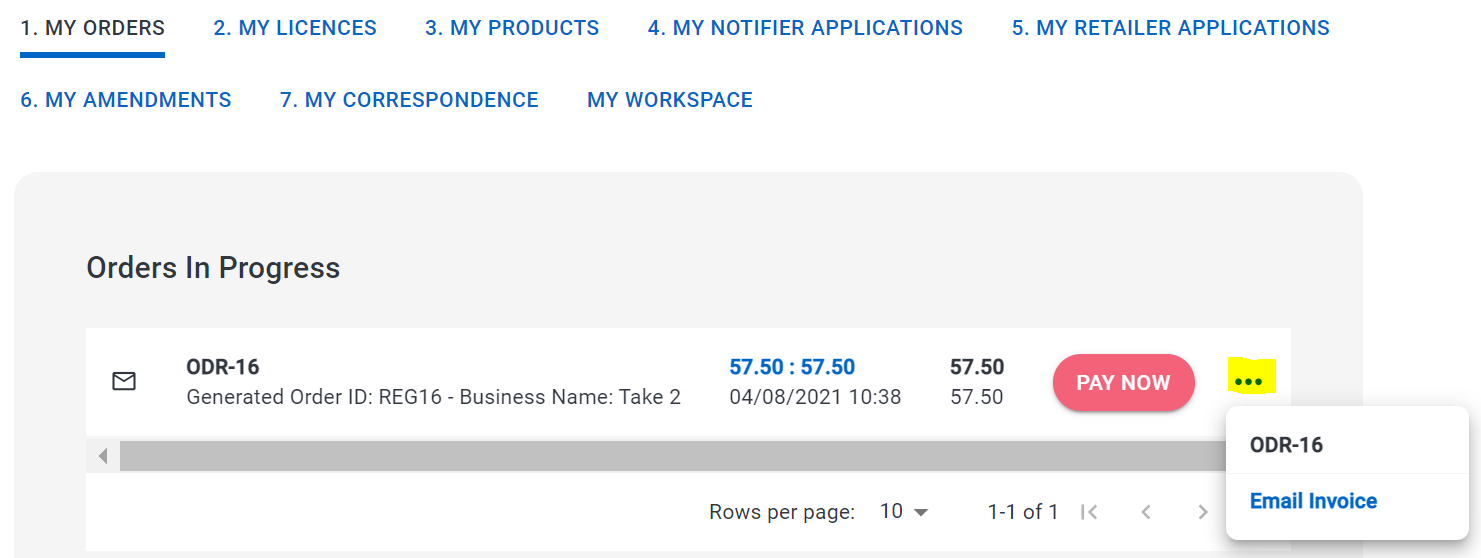
## PAY BY CREDIT CARD

1. Click PAY NOW button
2. Enter debit/credit card details and PAY



1. After payment you will receive a receipt
2. Your AIS application has been submitted for assessment
3. An email will be sent when the application has been assessed, or you can check progress on HARP

## PAY BY INVOICE

1. In the My Orders screen, click … to the right of the Order. Select EMAIL INVOICE
2. Make payment to the bank account on the invoice
3. Once payment has been received your AIS application will be submitted for assessment
4. An email will be sent when the application has been assessed, or you can check progress on HARP

NOTE: you will need to submit a new application for each additional website

15th September 2023