



# NEW ZEALAND **CUSTOMS SERVICE** TE MANA ĀRAI O AOTEAROA

**Disclaimer:**

This document is a consolidated version of the Customs (Advance Notice of Arrival) Rules 2024 produced by the New Zealand Customs Service as a reference document only. It has been compiled from the official rules that were made by the Comptroller of Customs. Copies of the official rules and amendment rules were notified in the NZ Gazette and are available on the New Zealand Customs Service website.

**Under** section 421(1) of the Customs and Excise Act 2018,

I, Christine Stevenson, Chief Executive, New Zealand Customs Service, make the following rules:

Customs (Advance Notice of Arrival) Rules 2024

**Signed** at Wellington

This 9<sup>th</sup> day of December 2024

Christine Stevenson

Chief Executive, New Zealand Customs Service

# Customs (Advance Notice of Arrival) Rules 2024 (as amended)

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# **Part 1**

## **Rules**

### **Section 1 Preliminary provisions**

#### **1.1 Title**

These rules are the Customs (Advance Notice of Arrival) Rules 2024.

#### **1.2 Commencement**

These rules come into force on 30 January 2025.

#### **1.3 Application and purpose**

1.3(1) These rules apply to persons required to provide advance notices of arrival under section 12(1) of the Act.

1.3(2) These rules prescribe the way in which an advance notice of arrival is to be made for the purposes of section 12(2) of the Act.

#### **1.4 Interpretation**

1.4(1) In these Rules, unless the context otherwise requires—

**Act** means the Customs and Excise Act 2018

**Sea craft** means—

- (a) any craft that is not an aircraft; but
- (b) excludes small craft

**Small craft** means a ship or boat not used for hire or reward in the carrying of cargo or passengers (for example, privately owned and operated yachts and motor launches)

**Trade Single Window (TSW)** means the computer system application jointly managed by Customs and the Ministry for Primary Industries as part of the Joint Border Management System that enables parties involved in international trade and transport to submit craft and cargo clearance data that is required by New Zealand border agencies electronically, once, through one entry point.

1.4(2) Unless the context otherwise requires, a term that is used in these rules and defined in the Act but not defined in these rules has the meaning given in the Act.

#### **1.5 Revocation**

The Customs (Advance Notice of Arrival) Rules 2018 are revoked.

## **Section 2      Form and manner of advance notices of arrival**

### **2.1              Advance notice of arrival for aircraft**

2.1(1)              This clause applies to persons required to complete an advance notice of arrival for aircraft arriving in New Zealand on commercial passenger and cargo services.

2.1(2)              The person must—

- (a)    provide Customs with the information specified in Schedule 1; and
- (b)    provide that information in electronic data format UNEdifact PaxLST to TSW.

Note: an advance notice of arrival is not required for private or non-commercial aircraft.
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### **2.2              Advance notice of arrival for sea craft**

2.2(1)              This clause applies to persons required to complete an advance notice of arrival for sea craft arriving in New Zealand.

2.2(2)              The person must—

- (a)    provide Customs with the information specified in Schedule 2; and
- (b)    provide that information in a form or medium approved by the chief executive (*see* rule 2.4).

### **2.3              Advance notice of arrival for small craft**

2.3(1)              This clause applies to persons required to complete an advance notice of arrival for small craft arriving in New Zealand.

2.3(2)              The notice must—

- (a)    provide Customs with the information specified in Schedule 3; and
- (b)    provide that information in a form or medium approved by the chief executive (*see* rule 2.4).

### **2.4              Approval of forms**

The chief executive may approve the form or medium by which a person must supply the information specified in Schedules 2 and 3.

Note: Approvals by the chief executive under this rule are published on Customs' website at [www.customs.govt.nz](http://www.customs.govt.nz).

### **2.5              Requirement to provide answers and make declaration**

2.5(1)              The person making an advance notice of arrival under these rules must provide the answers to all matters as are required in or by the applicable form.

2.5(2) Where the form requires a declaration to be made, the person must make any such declaration.

## **2.6 Alterations to forms**

2.6(1) Without limiting the generality of section 52 of the Legislation Act 2019, the forms prescribed under these rules—

- (a) may be altered in design to suit Customs' business processes; and
- (b) may contain additional material not inconsistent with the prescribed information in these rules.

2.6(2) Where a prescribed form contains any explanatory or other notes, such notes do not form part of the prescription but are intended to assist the person in the completion of the form.

## **Part 2**

### **Schedules**

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## Schedule 1

### Prescribed Information for Advance Notice of Arrival for aircraft

r 2.1

#### General requirements and notes:

- (a) The data below must be submitted in electronic data format UNEdifact PaxLST to TSW. More information on the format can be found in the WCO/IATA/ICAO Guidelines on Advance Passenger Information.
- (b) All fields must be completed.

#### *Flight Information*

- Airline code and flight number

#### **Note:**

Airline code should be the code assigned by the International Air Transport Association (IATA)

If the aircraft operation does not have an assigned AITA code, contact Customs for guidance

- Last place/port of call for aircraft
- Place/port of initial arrival for aircraft
- Scheduled departure dates and times

Note: Date and time is the local date and time at departure location.

- Scheduled local arrival dates and times

Note: Date and time is the local date and time at place of arrival.

- Subsequent place(s)/port(s) of call within the country (for progressive flights)
- Place/port of final destination within the country (for progressive flights)
- Number of passengers and number of crew members

#### *Crew and passenger information*

For each crew member and passenger:

- Official travel document number

Note: passport or other official travel document.

- Issuing state or organisation of the official travel document
- Type of official travel document

- Expiration date of official travel document
- Surname/given name(s)

Note: Family name and given name(s) as they appear on the official travel document.
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- Nationality
- Date of birth
- Gender



## Schedule 2

### Prescribed Information for Advance Notice of Arrival for sea craft r 2.2

#### General requirements and notes:

- (a) All fields must be completed unless otherwise stated below.
- (b) Note that other information may be included in the approved form, but this information will be authorised and requested by other New Zealand government agencies and are therefore not authorised under the Act.

#### *Craft Details*

- Craft name
- Voyage number
- IMO/Registration number
- MMSI number
- Radio call sign
- Craft's email address
- Gross tonnage
- Craft type
- Length of craft
- Name of owner of the craft
- Name of charterer or operator of the craft
- Name of person in charge of the craft
- Country and port of registration
- Whether the craft has had a different name (if yes, the previous name of the craft)
- Whether the craft is towing another craft (if yes, the name of the towed craft)

#### *Voyage Details*

- Estimated date and time of arrival in New Zealand territorial waters (date and time)
- First port of call in New Zealand
- Estimated date and time of arrival in first port of call in New Zealand (date and time)

- Estimated date and time of departure from first port of call in New Zealand (date and time)
- Last overseas port prior to arrival in New Zealand (port and country)
- Whether the last overseas port prior to arrival is an ISPS facility
- Date of departure from the last overseas port prior to arrival in New Zealand
- Whether this is the craft's first time to New Zealand
- The craft's next New Zealand ports of call, with estimated dates and times of arrival and departure for each of these ports
- The next overseas port and country for which the craft is destined

#### *Crew and Passengers*

- Number of crew onboard
- Whether crew will be leaving the craft in New Zealand and, if so, the number of crew leaving the craft per New Zealand port
- Whether new crew will be joining the craft in New Zealand and, if so, the number of crew joining the craft per New Zealand port
- Number of passengers
- Whether passengers will be leaving the craft in New Zealand and, if so, the number of passengers leaving the craft per New Zealand port
- The date of the craft's last stowaway check and the result of the stowaway check
- Whether any persons on board recovered at sea (and, if so, details of these persons)
- Whether there are any goods on board recovered at sea (and, if so, details of these goods)
- Whether there are goods for landing and goods for destruction (including per favour goods and goods for other persons), and, if so, a list of these goods

#### *Cargo*

- Whether the craft is carrying any cargo and, if so, a general description of the cargo

#### *Supporting documents to be attached*

- Current Crew List (NZCS 355)
- Current Passenger List (NZCS 342)
- Ports of Call List (for the previous two years or since last visit to New Zealand)

#### *Agent's Details*

- Name
- Company name
- Phone number
- Email address
- Date
- Craft's location at the time of the Advance Notice of Arrival's submission

#### *Invoicing Information*

- Whether the nominated agent should be invoiced in relation to Customs' Border Processing Levy and/or Commercial Vessel Levy and, if not, the name of the other company who should be invoiced.

*Note: This section tells Customs who is to be invoiced for any Border Processing or Commercial Vessel Levies.*

## Schedule 3

### **Prescribed Information for Advance Notice of Arrival for small craft** r 2.3

#### *Craft Details*

- Craft name
- Previous name (if known)
- Name of person in charge
- Contact details of person in charge
- Owner details:
  - Owner name
  - Owner's address (street number, street, city, country)
  - Owner's email address
- Name and address of charterer (if applicable)
- Value of craft (NZ\$)
- Date of purchase and construction
- Country of registration
- Port of registration
- Registration number
- MMSI number
- Gross tonnage
- Sail number
- Home port
- Radio call sign
- Shore station or radio contact details
- Craft type, whether craft is
  - Yacht
  - Motor launch
  - Other (specify)
- Length (overall) metres
- Whether the craft has AIS capability
- Number of persons on board

- Whether yacht rig is
  - Cutter
  - Sloop
  - Ketch
  - Yawl
  - Schooner
  - Other (specify)
- Whether hull type is
  - Mono
  - Catamaran
  - Trimaran
  - Other (specify)
- Hull colour
- Superstructure colour

#### *Voyage Details*

- Port of arrival
- Estimated date and time of arrival
- Port arrived from and date of departure
- Whether it is the craft's first time to New Zealand
- List of previous overseas ports (in sequence, last port first)

#### *Crew and Passenger Details*

Note: The details of the person in charge of the craft are to be provided first.

- Family name
- First name(s)
- Nationality
- Date of birth
- Gender
- Passport number
- Place of issue of passport (city)

- Date and place joining craft

#### *Commercial Cargo*

- List all goods carried in or on the craft from a point outside New Zealand, whether in the course of international trade or for sale or supply in those goods, but excludes the personal effects of crew and passengers and stores for craft

#### *Other Details*

- Whether there are firearms or other self-defence devices on craft
- Animals on board
  - Number of animals
  - Kind of animals
  - Country and port where loaded.

## Explanatory Note

*This note is not part of the rules, but is intended to indicate their general effect.*

These rules, which come into force on 30 January 2025, are the Customs (Advance Notice of Arrival) Rules 2024. They replace the Customs (Advance Notice of Arrival Rules) 2018 (the **Former Rules**).

These rules prescribe the way in which advance notices of arrival are provided under section 12(1) of the Customs and Excise Act 2018 (the **Act**). These may be provided as follows:

- For aircraft, in electronic data format UNEdifact PaxLST to TSW in accordance with *rule 2.1*, and with information specified in *Schedule 1* of these rules:
- For sea craft (excluding small craft), in accordance with *rule 2.2* and with information specified in *Schedule 2* of these rules:
- For small craft, in accordance with *rule 2.3* and with information specified in *Schedule 3* of these rules.

These rules do not substantially alter the effect of the Former Rules, but instead modernise the drafting and structure of them. However, Schedule 2 of the rules contain substantive changes to reflect business changes and updates to the form administered by this schedule.

### *Reliance of section 53 of the Legislation Act 2019*

These rules are made under section 12(1) and 421(1) of the Act, as extended by section 53(2)(c) of the Legislation Act 2019. Section 53(2) of the Legislation Act 2019 provides that a power in legislation to approve or prescribe a form includes a power to authorise a prescribed person to approve or prescribe a form or medium for supplying information or making information available.

*Rule 2.4* therefore provides for the Chief Executive of the New Zealand Customs Service to approve the form or medium in which the information set out in Schedules 2 and 3 of these rules must be provided to Customs.

This is consistent with section 53(2) of the Legislation Act 2019, which provides that a power in legislation to prescribe a form includes a power to authorise a prescribed person to approve or prescribe a form or medium for supplying information or making information available.

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These rules are secondary legislation, under the Legislation Act 2019. They are published on the New Zealand Customs Service's website: [www.customs.govt.nz](http://www.customs.govt.nz).

These rules are administered by the New Zealand Customs Service.

Date of notification in the *Gazette*: 13 December 2024.

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## History of the Customs (Advance Notice of Arrival) Rules 2024

The rules came into force 30 January 2025.

This consolidation incorporates:

Amendment	Entry into force	Summary of changes
Customs (Advance Notice of Arrival) Amendment Rules 2025	1 February 2026	Amended the information requirements prescribed in Schedule 2 to allow for the advance notice of arrival to collect invoicing information for the purposes of correctly issuing invoices where the Commercial Vessel Levy is payable.