

# New Zealand (including the Ross dependency)

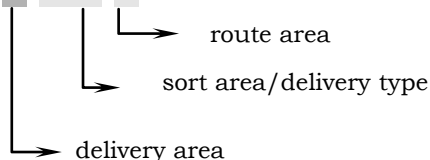
## Postcode

### Postcode type and position

4 digits to the right of the town or city name.

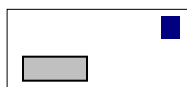
## Coding method

6 0 1 1



## Position of the address on the envelope

Bottom left-hand corner



## Alignment of address lines

Left-aligned



## Address format

Postcodes are mandatory for use by bulk mailers.

A distinction should be drawn between four address types according to the type of delivery:

- urban delivery;
- delivery to PO Box;
- delivery to private bag;
- rural deliveries.

For certain districts/suburbs, there is a private bag service. A charge is levied for this service, which enables large customers to receive all their mail in a separate delivery, generally by courier.

To benefit from reduced rates, items must meet the following criteria:

- addresses must be machine-printed, with a uniform left-hand margin;
- handwriting is not acceptable;
- uppercase letters are required on the first letter of each word;
- either upper or lower case letters may be used elsewhere in the address;
- underlining is not acceptable;
- the addressee must appear above the actual address;
- the address must contain one of the following: street (must include house number), PO Box, Private Bag number or rural delivery number and road name;
- province names, regions and nearby cities must not be used;
- for items addressed to PO Boxes, there must be no space between P and O;
- there must be no spaces or punctuation within PO Box or Private Bag number;
- in rural delivery addresses, there must be no space between R and D and one space after D;
- the "RD" construct must be on the line below the "street" construct and must not include the words "Rural Delivery", "Route", "Number" or "No";
- there must be 1-2 spaces between town/city name and postcode;
- all items must have a return address.

## Examples

Jollys Jewellery  
236 Majoribanks Street  
Mount Victoria  
WELLINGTON 6011  
NEW ZEALAND

*addressee*  
*premises + street*  
*sub-locality*  
*locality + postcode*  
*country*

## New Zealand (including the Ross dependency) (cont.)

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<b>Examples (cont.)</b>	Attention Mr Martin Jollys Jewellery PO Box 19224 Courtenay Place WELLINGTON 6149 NEW ZEALAND	<i>addressee organization PO Box+ PO Box number name of box lobby locality + postcode country</i>
	John Brown Jabid Electrical Private Bag 39990 WELLINGTON 5045 NEW ZEALAND	<i>addressee  private bag + bag number locality + postcode country</i>
	Mrs Brown Maplethorp Farm 287 Guy Road RD 2 KAIAPOI 7692 NEW ZEALAND	<i>addressee  premises + street RD (Rural Delivery) + round number locality + postcode country</i>

### **Territories and countries subdivisions or countries**

#### **Territories or countries**

Cook Islands  
Niue  
Tokelau  
Ross dependency

#### **ISO 3166-1 Alpha 3 code**

COK  
NIU      *single post code: 9974*  
TKL  
XRD

### **Contact**

New Zealand Post Limited  
International Customer Service Center  
PO Box 90242  
Auckland Mail Centre  
AUCKLAND 1142  
NEW ZEALAND

Tel: (+64 9) 300 36 92  
Fax: (+64 9) 367 96 69

### **Website**

[www.nzpost.co.nz](http://www.nzpost.co.nz)