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
```

- route area
- sort area/delivery type
- delivery area

<table>
<thead>
<tr>
<th>Position of the address on the envelope</th>
<th>Bottom left-hand corner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment of address lines</td>
<td>Left-aligned</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Jollys Jewellery</th>
<th>addresssee</th>
</tr>
</thead>
<tbody>
<tr>
<td>236 Majoribanks Street</td>
<td>premises + street</td>
</tr>
<tr>
<td>Mount Victoria</td>
<td>sub-locality</td>
</tr>
<tr>
<td>WELLINGTON 6011</td>
<td>locality + postcode</td>
</tr>
<tr>
<td>NEW ZEALAND</td>
<td>country</td>
</tr>
</tbody>
</table>
## New Zealand (including the Ross dependency) (cont.)

### Examples (cont.)

<table>
<thead>
<tr>
<th>Address</th>
<th>Details</th>
</tr>
</thead>
</table>
| Attention Mr Martin | Jollys Jewellery  
PO Box 19224  
Courtenay Place  
WELLINGTON 6149  
NEW ZEALAND |
| John Brown | Jabid Electrical  
Private Bag 39990  
WELLINGTON 5045  
NEW ZEALAND |
| Mrs Brown | Maplethorp Farm  
287 Guy Road  
RD 2  
KAIAPOI 7692  
NEW ZEALAND |

### Territories and countries subdivisions or countries

<table>
<thead>
<tr>
<th>Territories or countries</th>
<th>ISO 3166-1 Alpha 3 code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook Islands</td>
<td>COK</td>
</tr>
</tbody>
</table>
| Niue | NIU  
single post code: 9974 |
| Tokelau | TKL |
| Ross dependency | 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)