



# CRAFT ARRIVALS AND DEPARTURES OUTSIDE OF A CUSTOMS PLACE

The information in this fact sheet explains the process for obtaining approval for the ad hoc arrival and departure of a craft outside of a designated Customs place.

## OBTAINING APPROVAL

Unless you have obtained prior approval all craft must arrive at or depart from New Zealand at a designated Customs place.

Exceptions are made in special circumstances and you must apply for approval.

## THE APPLICATION PROCESS

You must submit an application for approval on one of the following forms:

- » Aircraft – Application Form NZCS 361
- » Marine craft – Application Form NZCS 362

These are available on our website [www.customs.govt.nz](http://www.customs.govt.nz).

Completed applications should be emailed to [ITOCOPS@customs.govt.nz](mailto:ITOCOPS@customs.govt.nz).

## APPROVAL CRITERIA

- » Customs must be satisfied that the arrival or departure of your craft outside of a designated Customs place requires special consideration.
- » Unless exceptional circumstances exist, you should submit your request at least five working days prior to your intended arrival or departure.
- » Any approvals will be granted on a one-off basis and may be subject to conditions and restrictions.
- » Any costs incurred by Customs or the Ministry for Primary Industries (MPI) staff attending the craft may be recoverable, and you will be advised of any costs.
- » Only the accompanied personal baggage of the passengers and crew is permitted to be landed in New Zealand. You cannot land general cargo without specific approval.
- » Your craft must report directly to the approved place.
- » Any changes to your itinerary must be reported and approved in advance by Customs.



### **Applicants should explain:**

- » Why arriving at or departing from a Customs port or Customs airport is not suitable.
- » The reason and purpose for seeking approval to arrive at or depart from a location.
- » The significance of the location in relation to your craft's arrival or departure.

### **Aircraft:**

- » In addition to the above criteria, the maximum total number of crew and passengers is twelve.

### **Marine craft:**

- » In addition to the above criteria, you need to have time and suitable on-board facilities for Customs and MPI officers to process the passengers and crew.

## **LEGAL REQUIREMENTS**

If your request is approved the same conditions and restrictions that apply to Customs places, Customs-controlled Areas, and all people and goods arriving or departing on the craft apply. For further clarification call us on 0800 428 786 or check our website [www.customs.govt.nz](http://www.customs.govt.nz)  
Warning: Failure to comply with the arrival and departure reporting requirements may result in prosecution under the Customs and Excise Act 2018.

## **WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?**

We will confirm that we have received your application and check it has been completed in full. Your request will be considered and we may consult with other border agencies, such as:

- » Ministry for Primary Industries – biosecurity.
- » New Zealand Police – firearms; law and order.
- » Ministry of Health – health protection.
- » Department of Labour – immigration.
- » Maritime Security – port security and maritime safety.
- » Civil Aviation Authority – aircraft, airports.

You may be contacted directly by a border agency if further clarification is required.

You will be advised of the final decision and any conditions, restrictions, and border service charges.

When you receive the decision, you should immediately confirm your intentions to Customs.

If you decide not to proceed or your plans change, you must immediately advise Customs and include details of your new plans.



## CHARGES

All private aircraft and yachts have to pay a Border Clearance Levy. The arrival levy is \$15.79 (including GST) and the departure levy is \$2.94 (including GST) per person.

Everyone on board, except for children under 2 years of age, must pay the levy (including crew members).

An invoice will be emailed to you. Payment can be made by credit card online at <http://pay.customs.govt.nz> and should be completed prior to departure.

### **Note:**

Both the arrival and departure border clearance levy can be paid at the same time.

As your arrival or departure is outside of a Customs place, you may also need to pay for any costs incurred by Customs. This may be a condition of the approval. Unless alternative arrangements have been agreed to, any charges must be paid before the craft is issued a clearance certificate and departs.

If you have an authorised agent in New Zealand, the payment of any costs can be arranged through the agent, provided confirmation is provided by that agent.

If your application is declined or revoked you will have to arrive or depart from a designated Customs port or airport.

## OTHER REQUIREMENTS

### **Aircraft**

You must provide the following at least two hours prior to your expected arrival time in New Zealand:

- » Advance Notice of Arrival – Form NZCS 340.
- » Crew and Passenger List – Form NZCS 355.

### **Yachts and small craft**

You must provide an Advance Notice of Arrival (Form NZCS 340) at least 48 hours prior to your expected arrival time in New Zealand waters (12 nautical miles from the coastline). Please refer to Fact Sheet 32 – Arrival of yachts and small craft in New Zealand.

### **Ships and other marine craft**

You must provide the following at least 48 hours prior to your expected arrival time in New Zealand waters (12 nautical miles from the coastline):

- » Advance Notice of Arrival – Form NZCS 344.
- » Crew and Passenger List – Form NZCS 355.

## FOR FURTHER INFORMATION

Contact your nearest Customs office, visit the Customs website [www.customs.govt.nz](http://www.customs.govt.nz) or call Customs on 0800 428 786 (0800 4 CUSTOMS).



# FACTSHEET **46**



## **FOR FURTHER INFORMATION**

Contact your nearest office of the New Zealand Customs Service:

@ WEBSITE:  
[www.customs.govt.nz](http://www.customs.govt.nz)

f FACEBOOK:  
[www.facebook.com/NZCustoms](http://www.facebook.com/NZCustoms)

t TWITTER:  
[@NZ\\_Customs](https://twitter.com/NZ_Customs)

☎ TELEPHONE:  
**0800 4 CUSTOMS** (0800 428 786)  
from within New Zealand  
**1800 301 861** within Australia  
**+64 9 927 8036** from the rest of the world.