



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

**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 (Inward Report) Rules 2024

**Signed** at Wellington

This 12<sup>th</sup> day of June 2024

Christine Stevenson

Chief Executive, New Zealand Customs Service

# Customs (Inward Report) Rules 2024

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# Part 1

## Rule requirements

### Section 1      **Preliminary provisions**

#### 1.1              **Title**

These rules are the Customs (Inward Report) Rules 2024.

#### 1.2              **Commencement**

These rules come into force on 15 July 2024.

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

1.3(1)          These rules shall apply to all inward reports provided under section 24 of the Act.

1.3(2)          These rules prescribe the way in which an inward report is to be made for the purposes of section 24(2)(a) 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

**Commercial cargo** means all goods, except the personal effects of crew and passengers and stores for the craft, carried in or on any craft that arrives in New Zealand on a journey from a point outside New Zealand whether in the course of international trade in, or for the sale or supply of, those goods whether in New Zealand or elsewhere

**Regulations** means the Customs and Excise Regulations 1996

**Sea craft** means—

(a) any craft that is not an aircraft; but

(b) excludes small craft.

**Small craft** means any ship or boat not used for hire or reward (for example privately owned and operated yachts and launches).

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 (Inward Report) Rules 2004 are revoked.

## **Section 2      Form of inward reports**

### **2.1              Inward reports for aircraft**

2.1(1)            This clause applies to persons required to complete an inward report for the arrival of aircraft under section 24 of the Act.

2.1(2)            A person must—

- (a)    provide Customs with the information specified in Schedule 1; and
- (b)    provide that information in a form or medium approved by the chief executive (*see* rule 2.4).

### **2.2              Inward reports for sea craft**

2.2(1)            This clause applies to persons required to complete an inward report for the arrival of sea craft.

2.2(2)            A 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              Inward reports for small craft**

2.3(1)            This clause applies to persons required to complete an inward report for arrival of small craft.

2.3(2)            A person 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 1, 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 inward report in any form under these rules must provide answers to all matters as are required in or by the applicable form.

2.5(2)            Where a 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 inward report for aircraft

r 2.1

The following information is required unless otherwise indicated:

#### *Part A: Aircraft information*

For the aircraft:

- Operator
- Flight number
- Country of registration
- Airport of arrival
- Other airports visited en route
- Owner
- Aircraft registration number
- Date of arrival
- Airport of origin of flight.

#### *Part B: Crew and passenger information*

For each crew member and passenger:

- Passport or official travel document number
- Issuing state or organisation for passport or official travel document
- Surname
- Given names
- Date of birth
- Gender
- Traveller status (Passenger, crew member, or in transit)
- Declaration that the information contained in the inward report is true and correct, with:
  - Signature of person in charge or owner of aircraft; and
  - Date of signature.

## Schedule 2

### Prescribed Information for inward reports for sea craft

r 2.2

The following information is required unless otherwise indicated:

#### *Part A: Arrival details*

- Name of ship
- Date of arrival
- Time of arrival
- Name of person in charge
- IMO number
- Passenger capacity
- Gross register tonnes
- Summer Loadline displacement (salt water, metric tonnes)
- Light Weight of Ship (salt water, metric tonnes)
- Period of stay in New Zealand
- Port of arrival
- Port arrived from
- Name and address of ship's agent in New Zealand
- If carrying cargo, brief description
- List of subsequent ports of call within New Zealand
  - Next New Zealand ports; and
  - Estimated date and time of arrival in that New Zealand port
- List previous overseas ports
- Total number of crew on arrival
- Total number of crew disembarking in New Zealand
- Total number of passengers on arrival
- Total number of passengers disembarking in New Zealand
- Declaration that the Inward Report and the electronically lodged inward crew and passenger lists are true and correct, with:
  - Signature of person in charge or owner of ship; and
  - Date of signature



*Part B: Supporting documents checklist*

- Confirmation of whether or not crew list sent electronically
- Confirmation of whether or not passenger list sent electronically
- Confirmation of whether individual crew declarations are attached
- Confirmation of whether controlled drugs and firearms list is attached.

*Part C: The following information in relation to the ship's stores list*

- For brandy, rum, gin, vodka, whisky, other spirits, beer, and wine:
  - Total quantity on board on arrival in New Zealand (where stores are held in different location, specifying a separate quantity for each location), including litres, number of articles, and location of articles
  - Quantities received in New Zealand (including port and date)
- For tobacco:
  - Total quantity on board on arrival in New Zealand (where stores are held in different location, specifying a separate quantity for each location), including total weight, number of articles, and location of articles
  - Quantities received in New Zealand (including port and date)
- For cigarettes, cigars, and other articles the person may specify:
  - Total quantity on board on arrival in New Zealand (where stores are held in different location, specifying a separate quantity for each location), including carton size (for cigarettes and other articles), number of articles, and location of articles
  - Quantities received in New Zealand (including port and date).

## Schedule 3

### Prescribed Information for inward reports for small craft

r 2.3

The following information is required unless otherwise indicated:

#### *Part A: Registration details*

- Name of small craft
- Country of registration
- Sail number
- Name of person in charge
- Registration number
- Date of registration
- Port of registration
- Home port
- Total number of persons on board.

#### *Part B: Arrival details*

- Port of arrival
- Date of arrival
- Time of arrival
- Port arrived from
- Estimated period of stay in New Zealand
- List of previous overseas ports (in order, with last port first)
- Commercial cargo (List of 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 excluding the personal effects of crew and passengers and stores for craft)
- Confirmation of whether firearms are on board the craft (if yes, including specification of makes, models, and serial numbers)
- Confirmation of whether controlled drugs/medicines are on board the craft (if yes, including specification of name of article and quantity)
- Specification of stores on board for the following (including quantity):
  - Spirits

- Beer
- Wine
- Cigarettes/tobacco
- Small craft status: Selection of any of the following that apply:
  - Visiting overseas craft
  - Returning New Zealand craft; if yes:
    - Confirmation of whether craft was built in New Zealand; and
    - Confirmation of whether duty paid on the craft
  - Returning permanently imported craft; if yes:
    - Original import entry number
  - Permanently importing craft to New Zealand.

*Part C: Crew and passenger details*

For each crew member and passenger (with person in charge specified first):

- Surname
- First name(s)
- Nationality
- Date of birth
- Passport number
- Overseas contact address
- Next of kin, relationship
- Address/telephone of next of kin.

*Part D: Craft Details*

- Craft type:
  - Yacht
  - Motor launch
  - Other (specify)
- Design of craft
- Yacht rig:
  - Cutter

- Sloop
- Ketch
- Yawl
- Schooner
- Hull construction
  - Steel
  - Alloy
  - Ferro
  - Cement
  - Fiberglass
  - Composite
  - Other (specify)
- Length (in metres/feet)
- Beam (in metres/feet)
- Draught (in metres/feet)
- Gross tonnage
- Colours:
  - Mast
  - Hull (above water line)
  - Hull (below water line)
  - Dodgers/sail covers
  - Deckhouse/superstructure (tops)
  - Deckhouse/superstructure (sides)
  - Decks
  - Sails
- Engine
  - Make
  - Power (HP/Kw)
  - Fuel capacity
  - Model
  - Passage speed under motor
  - Fuel consumption

- Electronics:
  - Radar 1: Make, model, range
  - Radar 2: Make, model, range
  - SSB: Make, model, call sign
  - VHF: Make, model, call sign
  - HAM; Make, model, call sign
  - Cellphone: Make, model, number
  - INMARSAT voice: Make, model, MMSI numbers
  - INMARSAT fax: Make, model, MMSI numbers
  - INMARSAT data: Make, model, MMSI numbers
  - GPS 1: Make, model
  - GPS 2: Make, model
  - Radar detector (CARD): Make, model
  - Radar reflector: Make, model
  - SART: Make, model
  - EPIRB/PLB: Make, model, HEX ID/UIN, country of registration
- Radio frequencies maintained (for each, frequencies, times, and shore station)
- Other equipment:
  - Life raft: Make, model, capacity
  - Dinghy/tender: Make, type, model, length, capacity, colour
  - Outboard motor: Make, capacity, power (HP/Kw)
  - Flares: Confirmation of whether parachute, hand-held, smoke, or other specified type
- Any other identifying features.

*Part E: Ownership details*

- Name of owner
- Owner's address
- Owner's contact numbers:
  - Telephone
  - Mobile number
  - Facsimile

- Email
- Declaration by person in charge of the craft that all particulars stated in the Inward Report are true and correct, with:
  - Name and signature of person in charge of the craft; and
  - Date of signature.

## Explanatory Note

These rules, which come into force on 15 July 2024, are the Customs (Inward Report) Rules 2024. They replace the Customs (Inward Report) Rules 2004 (the **Former Rules**).

These rules prescribe the way in which inward reports must be provided under section 24 of the Customs and Excise Act 2018 (the **Act**). Inward reports may be provided as follows:

- For aircraft, in accordance with *rule 2.1* and *Schedule 1* of these rules:
- For sea craft (except small craft), in accordance with *rule 2.2* and *Schedule 2*:
- For sea craft that is small craft, in accordance with *rule 2.3* and *Schedule 3*.

These rules do not substantially alter the effect of the Former Rules, but instead modernise the drafting and structure of them. These rules also make minor and technical amendments to the Schedules of the Former Rules.

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

These rules are made under section 24(2)(a) and section 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 the Schedules to these rules must be provided to Customs.

This is consistent with section 53(2)(c) 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.

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