

ADDRESS STANDARDS

New Zealand Post 

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Revisions Since Previous Edition

List of revisions

Major changes to the document are listed in the table below, for each edition of the document distributed since the last approved edition.

Date	Revision
September 2005	First approved edition of new standards.
October 2005	<ul style="list-style-type: none">• Box Lobby Name added to PO Box and Private Bag addresses.• Abbreviation for Office in Organisation Name added.• Postcodes updated.• Appendix C added, containing full list of Street Types and Abbreviations.
March 2006	<ul style="list-style-type: none">• Change of document name to Address Standards.• Title case requirement revised.• Postcode updated.• Box lobby name not required where same as town name.
February 2008	<ul style="list-style-type: none">• Box lobby name not required for Private Bag addresses• Central city suburbs may be omitted• Further examples added
July 2011	<ul style="list-style-type: none">• The addition of a consolidated address format

Chapter 1 : Introduction

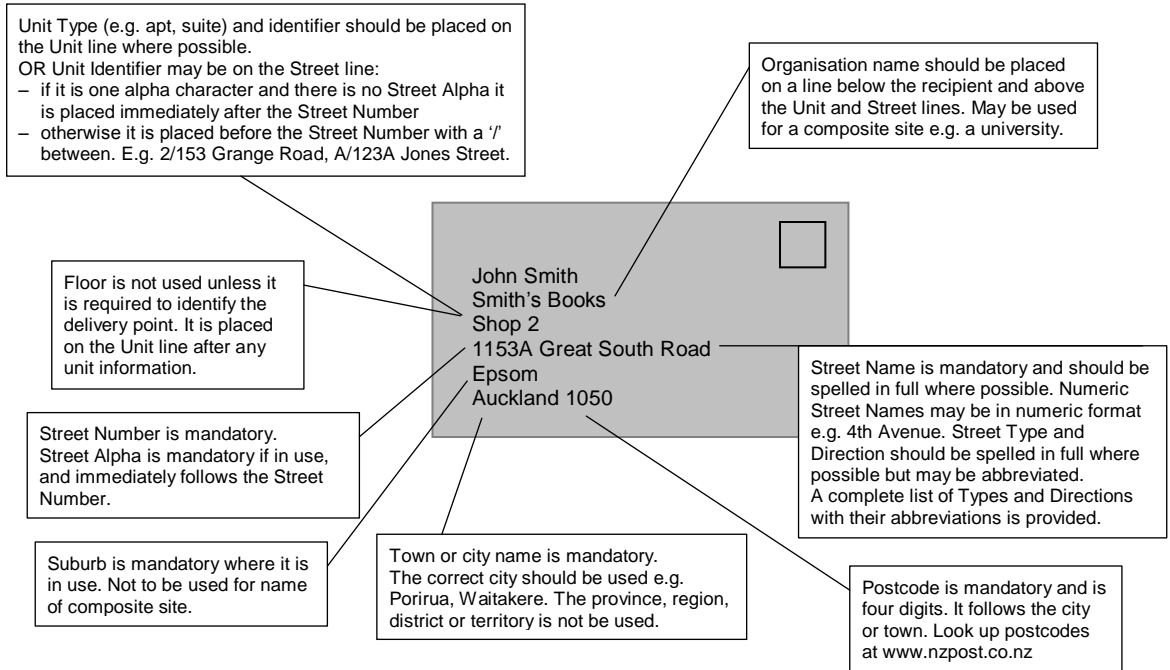
Overview	This document defines the complete addressing standard for New Zealand postal address presentation.
Purpose	<p>The purpose of this document is to define the New Zealand Post address standards to be used for all postal addresses.</p> <p>It describes standards for the structure and elements of a valid New Zealand Post address.</p>
Background	<p>This document contains the standards for all New Zealand postal address types, which are urban, rural and delivery service, as well as for the use of the country name for mailing to foreign addresses.</p> <p>New Zealand Post does not specify the standard for foreign addresses, only for the Country line when posted in New Zealand. New Zealand Post does specify the standard for domestic New Zealand addresses.</p> <p>The postal address enables New Zealand Post to:</p> <ul style="list-style-type: none">• match the address against a known and unique reference point, and• sort the item for delivery to that destination.
Objectives	The address standards support New Zealand Post’s aim of delivering mail items to postal addresses within defined service times in an accurate and cost effective manner.
Benefits	<p>New Zealand Post can quickly and accurately interpret the address when address presentation follows the standards set out in this document.</p> <p>Adherence to the address standards increases:</p> <ul style="list-style-type: none">• addressing accuracy• efficiency of mail delivery, and• customer satisfaction.

Continued on next page

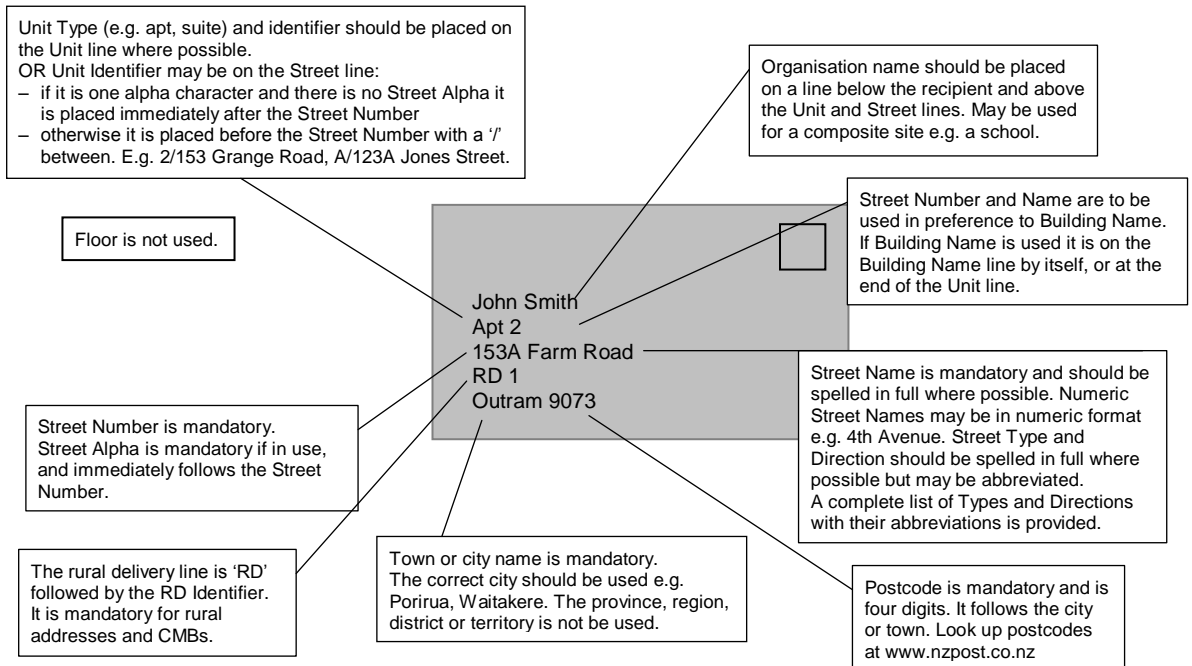
Chapter 1 : Introduction, continued

Summary The following diagrams provide a summary of how urban, rural, delivery service and international addresses are presented.

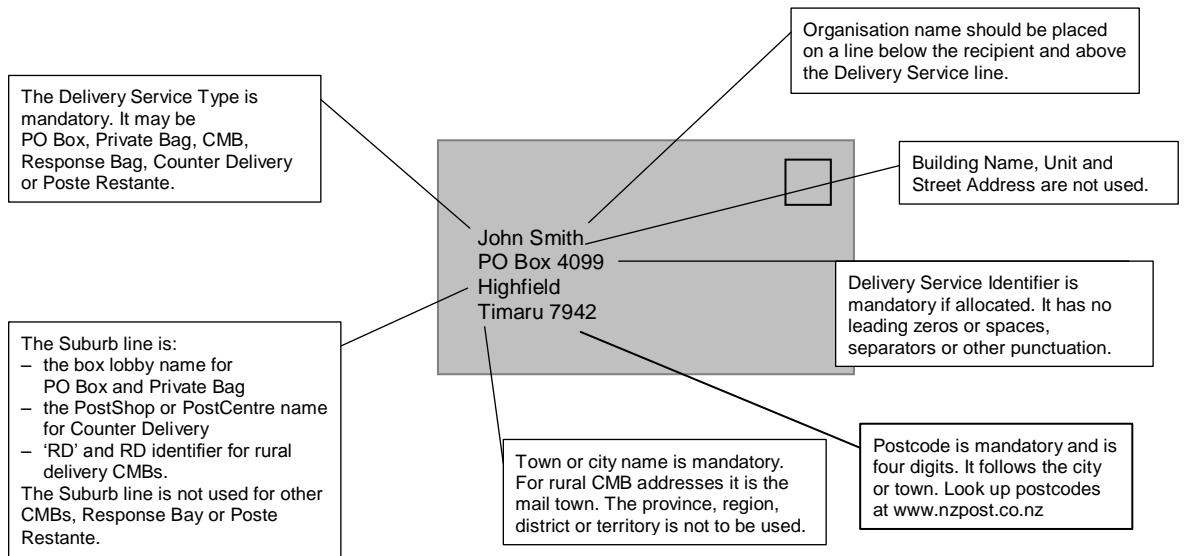
Urban addresses



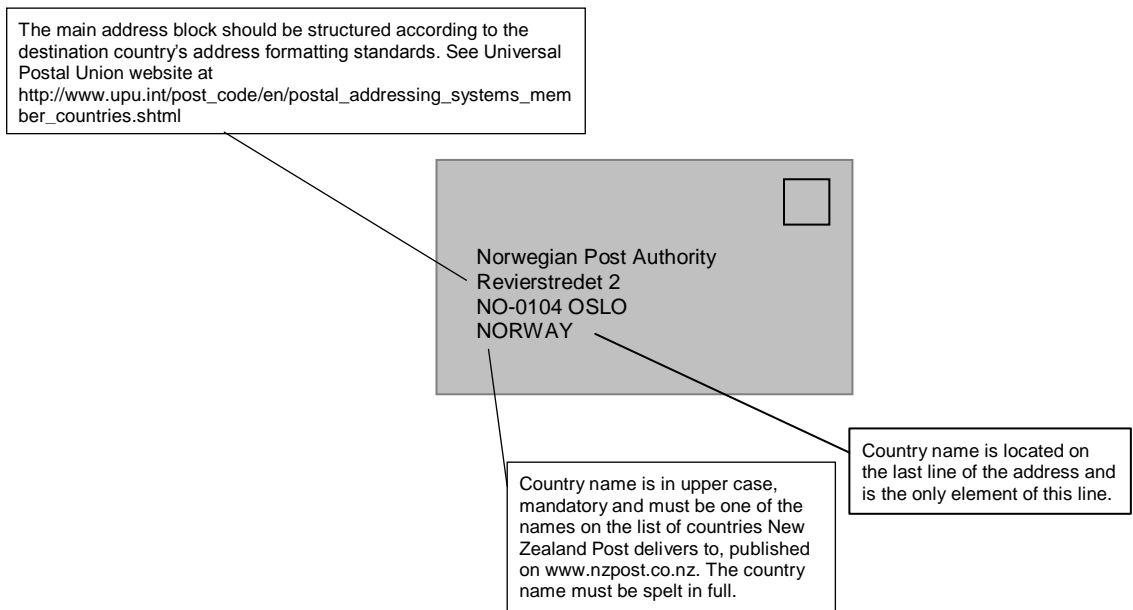
Rural addresses



Delivery service addresses



International addresses



Chapter 2 : Address Standards

Introduction Major changes to the document are listed in the table below, for each edition of the document distributed since the last approved edition.

In this chapter This chapter contains the following sections.

Section	Page
Section 2-A: Background	8
Section 2-B: New Zealand Post Address Standards	10

Section 2-A: Background

Introduction

The table below provides background information regarding addressing standards.

AS/NZ 4819:2003
<p>'AS/NZS 4819:2003 Geographic information – Rural and urban addressing' is a standard for defining physical addresses (e.g. provides standards for how to assign street numbers).</p> <p>The AS/NZS standard establishes requirements and guidelines for a comprehensive rural and urban addressing system. It outlines the various elements of the system and provides guidelines for the application of those elements to a range of address site types in both urban and rural areas.</p> <p>Some of the variance between the AS/NZS standards and the NZ Post standards exists due to the differences between defining physical street addresses and presenting postal addresses on mail items.</p>

New Zealand Post
<p>The New Zealand Post presentation standards for New Zealand postal addresses:</p> <ul style="list-style-type: none">• Define the presentation standards for all New Zealand urban, rural and delivery service postal addresses.• Focus on the presentation of address data on mail pieces for the purpose of sorting and delivery.

The New Zealand Post XML Schemas
<p>The New Zealand Post XML schemas are a simplification of the New Zealand E-government Interoperability Framework (e-GIF) xNAL schemas</p> <p>For more information visit the websites below:</p> <p>http://www.e-government.govt.nz/interoperability/index.asp and http://www.oasis-open.org/committees/tc_home.php?wg_abbrev=ciq</p> <p>The New Zealand Post XML schemas contain only those elements required for compliance with the New Zealand Post address standards.</p> <p>These schemas have been established for exchanging postal address data between New Zealand Post and other parties.</p>

Continued on next page

Section 2-A : Background, **continued**

Variations from AS/NZS The New Zealand Post address standards comply with the AS/NZS 4819:2003 standards, apart from the variations listed below.

AS/NZS Clause	Variation	Reason for change
2.4.1(c) (d) (e) 3.4.1(c) (d) (e) 4.3.1(c) (d) (e)	Private road name, Utility name and Address site name are not used	(AS/NZS 4819:2003 allows these where applicable between sub-dwelling and street information). The current New Zealand Post address presentation standard complies with the previous New Zealand Post and current Australia Post standards. These elements are not required for New Zealand addresses.
2.4.1(h)	RD route is used instead of Locality	Locality is part of the physical address, while RD is part of the postal address. The current New Zealand Post address presentation standard complies with the previous New Zealand Post standard.
2.4.1(i) 4.3.1(i)	Town for rural address is the town name for the rural delivery route instead of the nearest service town	The nearest service town is part of the physical address, while the RD route town is part of the postal address. This standard complies with the current New Zealand Post usage.
2.4.1(j) 3.4.1(j) 4.3.1(j)	Postcode is not optional	This standard complies with the current Australia Post address standard.
3.4.1	Unit separator is forward slash (/), not hyphen (-)	This standard complies with the current Australia Post address standard and New Zealand common usage.
3.4.2.5 5.3.3 examples	Unit Type and ID are on separate line from Street details	Required for improved machine sorting. The examples do not comply with previous New Zealand address standards.

Section 2-B: New Zealand Post Address Standards

Introduction The New Zealand Post address standards outline the correct formatting for address presentation on mail items.

In this section This section contains the following topics.

Topic	Page
General Standards	11
Return Address Standards	11
Address Line Structure Standards	12

General Standards

General Standards

Mail items for delivery in New Zealand must comply with the general standards listed below, unless otherwise stated:

- All address elements must be printed with the first letter of each word in upper case and the remaining letters either all upper case or all lower case.

Refer to individual address elements for the use of upper case letters when they normally fall within a word, such as ‘McMahon’.

- There must be no blank lines in the address.
 - All lines of address must be left justified.
 - Punctuation must not be used in the address lines.
 - It is preferred that words be spelt in full, however published abbreviations may be used. (Refer to published abbreviations found in Chapter 3).
-

Return Address Standards

Return address standards

Return addresses must comply with the following standards:

- All mail items must have a return address.
- The return address must not be a reference to a location. For example, “Return to your local branch” is not an acceptable return address.
- For information regarding the return address location, refer to the Return Address section in the “Envelope Layout Standards” document.

The table below applies to New Zealand Post Private Bag or PO Box return addresses.

If the sender ...	then the return address ...
has a New Zealand Post Private Bag or PO Box return address	must be that Private Bag or PO Box address
does not have a New Zealand Post Private Bag or PO Box return address	must be a street mailing address or Rural Delivery mailing address

Address Line Structure Standards

Overview

The following lines are used to create an address:

- Reference
 - Recipient
 - Unit
 - Building Name
 - Delivery
 - Suburb
 - Town
 - Country
-

Domestic addresses

There are three types of domestic New Zealand addresses:

- Urban
- Rural
- Delivery Service (box, bag or counter delivery)

A domestic address:

- must use only one of these types of address
 - must not combine an urban or rural address with a delivery service address
-

Reference line

The Reference line (if used) includes reference information that is not name or address information. It contains only the Reference by itself.

Recipient lines

Recipient lines include information such as:

- Personal name
- Company name

Note: Elements on the Recipient lines may be split over multiple lines.

Unit line

The Unit line, if used, includes information required to sort the address to the delivery point.

The Unit line includes:

- Unit
- Floor

Note: The Unit line may also contain the Building Name.

Building Name line

The Building Name line (if used) contains only the Building Name by itself.

Continued on next page

Address Line Structure Standards, **continued**

Delivery line

The Delivery line is required to sort the mail item to a round or box lobby in the inward sorting centre.

The Delivery line includes either street information or delivery service information.

If it is an urban or rural address it must include Street Name and may also include any or all of the following:

- Unit and Unit Separator
- Street Number
- Street Alpha
- Street Type
- Street Direction

If it is a delivery service address it must include one of the following:

- PO Box
- Private Bag
- Response Bag
- CMB
- Counter Delivery
- Poste Restante

Mandatory Line: The Delivery line is always required.

Suburb line

The Suburb line may contain one of the following:

- Suburb (for urban addresses)
- Rural Delivery information (for rural addresses and rural Community Mail Boxes)
- Box Lobby (for PO Boxes and Private Bags)
- PostShop (for Counter Delivery)
- PostCentre (for Counter Delivery)

Mandatory line: The Suburb line is mandatory:

- for Urban addresses if the suburb is in common use
- for Urban CMB addresses if the locality is in use
- for Rural and Rural CMB addresses
- for PO Box and Counter Delivery addresses

Notes:

1. The Suburb line and Town line may be on the same address line if using the consolidated address format. Please refer to Appendix D - Consolidated Address.
 2. The suburb line **must not** be used for Response Bag or Poste Restante addresses and is not required for Private Bag addresses.
-

Continued on next page

Address Line Structure Standards, **continued**

Town line The Town line is required to sort the mail item to at least one of the ten outward national sort areas. The town line must include both the:

- Town / City
- Postcode

Mandatory line: The Town line is always required.

The Suburb line and Town line may be on the same address line if using the consolidated address format. Please refer to Appendix D - Consolidated Address.

Country line The Country line is only used for mail to foreign addresses and for domestic mail received from abroad.

The Country line (if used) contains only the Country Name by itself.

Summary Combinations of the above address lines are used to create different addresses, depending on address type (Urban, Rural or Delivery Service).

Refer to Appendix A to view samples of addresses according to Type.

Chapter 3 : Address Elements

Overview

Introduction The standards set out in this chapter define the:

- elements that may appear in the address
- order in which they should appear
- structure of the address

Chapter 3 is divided into sections according to the 'Line' in which the individual elements are placed in the address structure.

See Appendix B – Address Element Matrix for more information regarding how elements may be included together in an address.

In this chapter This chapter contains the following sections:

Section	Page
Section 3-A: About Address Elements	16
Section 3-B: Reference Line Element	18
Section 3-C: Recipient Line Elements	20
Section 3-D: Unit Line Elements	25
Section 3-E: Building Element	33
Section 3-F: Delivery Line Elements	37
Section 3-G: Suburb Line Elements	48
Section 3-H: Town Line Elements	54
Section 3-I: Country Line Element	59

Section 3-A: About Address Elements

Introduction The following address elements may be included in New Zealand postal addresses. The standards for these elements are detailed in the following sections.

Brief definition The tables below provide a brief definition of each element according to the address line that the information is displayed on.

Reference line

Element	Summarised Definition
Reference	Reference such as customer or account number or a postal reference such as the FreePost authority identifier.

Recipient line

Element	Summarised Definition
Recipient	Generally the person the mail item is addressed to
Organisation	The company or other organisation the mail item is addressed to or the recipient is associated with

Unit line

Element	Summarised Definition
Unit Type	Category of a number of multiple separately identifiable portions within a building, that the delivery point is associated with
Unit Identifier	Specifies the separately identifiable portion of a building, that the delivery point is associated with Note: this element may be placed on the Delivery line instead of the Unit line.
Floor Type	Category of the floor in a multi-storey building or complex that the delivery point is on
Floor Identifier	Specific floor or level of the delivery point.

Building line

Element	Summarised Definition
Building Name	Name of the structure erected on a property that is associated with the delivery point Note: this element may be placed on the Unit line instead of the Building line.

Continued on next page

Section 3-A: About Address Elements, **continued**

Delivery line

Element	Summarised Definition
Street Number	Number assigned to the position on the street of the delivery point
Street Alpha	Alphabetic suffix that is associated with the Street Number of the delivery point and identifies the delivery point
Street Name	Name of the thoroughfare for the passage of people or vehicles that the delivery point is located on
Street Type	Suffix identifying the category of the thoroughfare the delivery point is located on
Street Direction	Direction of the thoroughfare split into sections that the delivery point is located on
Delivery Service Type	Category of the box, bag or counter service of the delivery point
Delivery Service Identifier	Specifies the box or bag of the delivery point

Suburb line

Element	Summarised Definition
Suburb	Group of geographically associated streets the urban delivery point is located in Also used for the box lobby, PostShop or PostCentre name of the delivery service delivery point
Rural Delivery Identifier	Specifies the Rural Delivery round the delivery point is located on

Town line

Element	Summarised Definition
Town/City	Geographically associated area with a name and defined boundary the delivery point is located in or associated with
Postcode	Group of characters representing the delivery point or the group of delivery points the delivery point belongs to

Country

Element	Summarised Definition
Country	The country the delivery point is located in or associated with

Section 3-B: Reference Line Element

Introduction The Reference element is available for use on the Reference line of an address structure.

Placement of reference line The Reference line (if used) is always the first line. It is placed above the Recipient lines.

In this section This section includes the following topic.

Topic	Page
Reference Element	19

Reference Element

Definition The Reference is a reference such as a customer number, account number or a postal reference such as the FreePost authority identifier for the mail item.

It may include the words 'FreePost', and the FreePost authority identifier (e.g. FreePost 0085).

Requirement The Reference element is mandatory for non-approved 'FreePost' addresses and optional otherwise.

Note: 'FreePost' may be used only with PO Box or Private Bag addresses.

Position within address The Reference element must be:

- at the top of the address block
- on the Reference line above the Recipient and the Organisation

Note: The approved FreePost format is 'FreePost' and the licence number at the top left corner of the envelope.

Placement The example below provides the 'Correct' and 'Incorrect' ways of displaying the Reference element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct	
FreePost 56	Reference
Reimer's Blimps	Organisation
PO Box 41999	Delivery Service
Eastbourne	Delivery Service
Lower Hutt 5047	Town, Postcode

Incorrect
Reimer's Blimps
FreePost 56
PO Box 41999
Eastbourne
Lower Hutt 5047

Correct	
ABC Finance	Organisation
MBE M123	Reference
Private Bag 92132	Delivery Service
Auckland 1142	Town, Postcode

Incorrect
ABC Finance
MBE M123
Auckland 1142

Section 3-C: Recipient Line Elements

Introduction The following elements are available for use on the Recipient line(s) of an address structure:

- Recipient
- Organisation

Placement of the recipient line The Recipient line is generally the first line.

The Recipient line or lines must be:

- above the Unit and Building Name lines (if used) and the Delivery line
- below the Reference line (if used)

In this section This section includes the following topics.

Topic	Page
Recipient Element	21
Organisation Element	23

Recipient Element

Definition The Recipient generally indicates the person that the mail item is addressed to.

Requirement The Recipient element is mandatory in some cases where it is postally required.

The following are cases where the recipient element is mandatory:

- Private Bag that does not have a numeric or alpha Delivery Service Identifier allocated by New Zealand Post, where the full and correct name of the recipient that is the bag holder is required.
- Rural address that does not have a Street Number in use, where a registered occupant's name is required (which could be an organisation).
- Response Bag address, where Recipient is the competition name.
- Counter Delivery or Poste Restante item that is held at a PostShop or Post Centre for collection by the recipient.

Note: It is preferred that for all box and bag addresses (other than Response Bag addresses) the recipient element is the full and correct name of the recipient or individual box or bag holder where this applies.

Optional The name of the recipient is usually included in the Recipient element, which may include the following:

- Attention
- Title
- Given name
- Family name
- Orders
- Decorations
- Distinctions

The following information may be included in addition to or instead of the above:

- job function title
- competition name

Note: Punctuation and first characters of words in lower case are acceptable in the Recipient lines.

Position within address The Recipient is in the line after the Reference line where this is used.

It is always in the first line or lines of the Recipient lines.

Continued on next page

Recipient Element, **continued**

Presentation The following abbreviations may be used in the Recipient element:

Word	Abbreviation
Attention	Attn
Care of	C/-, C/O

Examples The following are examples of how the recipient element may be written within the address structure:

- Dr Mary-Anne Everyman MD
- The Managing Director
- South Seas Competition
- Attn Mr White
- Prof Tane Hinaki
- Shaun O'Leary
- Mr de Jong
- C/- Ms Black

The example below provides the 'Correct' and 'Incorrect' ways of displaying the Recipient element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct	
Mrs Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Thorndon Wellington 6011	Recipient Organisation Unit, Floor Street Suburb Town, Postcode

Incorrect
Shop 1 Level 2 Mrs Parker McKay's Emporium 320A Sydney Street West Thorndon Wellington 6011

Organisation Element

Definition	<p>The Organisation indicates the organisation the mail item is addressed to or the recipient is associated with. This is generally its:</p> <ul style="list-style-type: none">• company name• trading name• other organisation name
Requirement	<p>The Organisation element is mandatory in some cases where it is postally required.</p> <p>The following are cases where the organisation element is mandatory:</p> <ul style="list-style-type: none">• Private Bag that does not have a numeric or alpha Delivery Service Identifier allocated by New Zealand Post, where the full and correct name of the organisation that is the bag holder is required.• Rural address without a Street Number where the registered occupant is an organisation, where that organisation's name is required.
Optional	<p>The Organisation element is optional for all other addresses, and may be used for composite sites, such as:</p> <ul style="list-style-type: none">• universities• schools• research centres• airports• hospitals• retirement villages• residential community developments• shopping complexes <p>Note: It may also be used for another postal organisation's reference. See example on page 3-B-2</p>
Position within the address	<p>The Organisation element must be on a line or lines above all address information. It should generally be below the line that the Recipient element is on.</p>

Continued on next page

Organisation Element, **continued**

Presentation The Organisation is generally the full organisation name as normally recognised or traded under.

Punctuation, the first characters of words in lower case, the ampersand '&' symbol and the following abbreviations are acceptable for use in the Organisation element.

Word	Abbreviation	Word	Abbreviation
Administration	Admin	Headquarters	HQ
Agency	Agcy	Incorporated	Inc
Branch	Brnch, Br	Laboratory	Lab
Care of	C/-, C/O	Limited	Ltd
Centre	Ctr	Management	Mgmt
Company	Co	Manufacturer	Mfr
Corporation	Corp	Manufacturing	Mfg
Department	Dept	National	Natl
Division	Div	Office	Ofc
Enterprise	Entprs	Partnership	Prtnrshp
Government	Govt	Proprietary	Pty
Group	Gp	System	Sys

Examples The following are examples of how the Organisation element may be written within the address structure:

- Faraway Travel Co
- South Seas Corporation
- New Zealand Post Ltd
- Ministry of Justice
- Auckland Council

The example below provides the 'Correct' and 'Incorrect' ways of displaying the Organisation element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct	
Mrs Parker	Recipient
McKay's Emporium	Organisation
Shop 1 Level 2	Unit, Floor
320A Sydney Street West	Street
Thorndon	Suburb
Wellington 6011	Town, Postcode

Incorrect
Shop 1 Level 2
Mrs Parker
McKay's Emporium
320A Sydney Street West
Thorndon
Wellington 6011

Section 3-D: Unit Line Elements

Introduction The following elements are available for use on the Unit line of an urban address:

- Unit Type
- Unit Identifier
- Floor
- Building Name (see page 34)

The following elements are available for use on the Unit line of a rural address:

- Unit Type
- Unit Identifier
- Building Name (see page 34)

Placement of unit line The Unit line is always below the Recipient line(s) and above the Delivery line. If the Building Name line is used the Unit line is above this.

In this section This section includes the following topics.

Topic	Page
Unit Type Element	26
Unit Identifier Element	28

Unit Type Element

Definition The Unit Type describes the category of a number of multiple separately identifiable portions within a building or building complex that the delivery point is associated with.

The Unit Type and Unit Identifier are associated with a Street Number (and Street Alpha if used).

Requirement

If the Unit Identifier is used on ...	then the Unit Type element ...	Example
the Unit line	must also be used	Unit 1 3 Main Road
the Delivery line	must not be used	1/3 Main Road

Further explanation and examples are in the Unit Identifier Element section (see page 3-D-28).

Optional The Unit Type is an optional element of the urban and rural address.

The Unit Identifier may be located on the Unit line or the Delivery line.

Position within address If the Unit Type is used it must be located at the beginning of the Unit line, followed by the Unit Identifier.

Presentation The Unit Type should be spelt in full where possible. However it may be abbreviated in accordance with the list below.

If no abbreviation is specified the Unit Type must be spelt in full as shown.

The following abbreviations may be used in the Recipient element:

Word	Abbreviation
Apartment	Apt
Kiosk	Ksk
Room	Rm
Shop	Shp
Suite	Ste
Villa	Vlla
Flat	Flat
Unit	Unit

Continued on next page

Unit Type Element, **continued**

Examples

The following are examples of how the Unit Type element may be written within the address structure:

- Unit 2501
- Apt AB34
- Suite 5
- Shop 1

The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Unit Type elements.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct	
Mrs Parker	Recipient
McKay's Emporium	Organisation
Shop 1 Level 2	Unit Type and Identifier, Floor
320A Sydney Street West	Street
Thorndon	Suburb
Wellington 6011	Town, Postcode

Incorrect
Mrs Parker
McKay's Emporium
Level 2 Shop 1
320A Sydney Street West
Thorndon
Wellington 6011

Ms Jones	Recipient
Suite 12C	Unit Type and Identifier
455 The Terrace	Street
Wellington Central	Suburb
Wellington 6011	Town, Postcode

Ms Jones
Suite 12C/455 The Terrace
Wellington Central
Wellington 6011

Chris Chen	Recipient
Flat C	Unit Type and Identifier
153 Grange Road	Street
Mt Eden	Suburb
Auckland 1024	Town, Postcode

Chris Chen
153 Grange Road
Flat C
Mt Eden
Auckland 1024

Unit Identifier Element

Definition The Unit Identifier specifies the separately identifiable portion of a building or building complex that the delivery point is associated with.

The Unit Type and Identifier are associated with a Street Number (and Street Alpha if used).

Requirement The Unit Identifier is a mandatory element of the urban and rural address where the Unit Type is used.

The Unit Identifier may be used without a Unit Type.

Only one Unit Identifier is to be used, and ranges of Unit Identifiers are not to be used.

Position within address **The Unit Identifier should where possible be located on the Unit line.** In this case the Unit Identifier must follow the Unit Type at the beginning of the Unit line.

Where this is not possible and there is a Street Number, the Unit Identifier may be located on the Delivery line instead. In this case the Unit Type is not used.

If the Unit Identifier is one alphabetic character and there is no Street Alpha for the property then the Unit Identifier is located immediately after the Street Number with no separating space.

e.g. 3A Main Road (for Unit A at 3 Main Road)

Otherwise the Unit Identifier is located at the beginning of the Delivery line immediately followed by a forward slash '/' Unit separator and Street Number, followed by Street Alpha (if used), Street Name, Street Type and Direction (if used).

e.g. 1/3 Main Road (for Unit 1 at 3 Main Road)
B/3A Main Road (for Unit B at 3A Main Road)

There are no spaces between the Unit Identifier, the Unit separator and the Street Number.

Presentation Alphabetic characters in the Unit Identifier must be in upper case.

Only one Unit Identifier is used, and ranges of Unit Identifiers are not used.

Where the unit is made up of a range of identifiers, the Unit Identifier is normally the first identifier of the range.

Continued on next page

Unit Identifier Element, *continued*

Examples The following are examples of how the Unit Identifier element may be written within the address structure:

- Unit 2501
- Shop 1
- Apt AB34
- Flat C
- A/21A Beach Road
- 12C/1701 Main Street
- AB34/63 George Street
- 12A Marine Parade

Placement on Unit line The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Unit Identifier on the Unit line.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct	
Mrs Parker	Recipient
McKay's Emporium	Organisation
Shop 1 Level 2	Unit Type and Identifier , Floor
320A Sydney Street West	Street
Thorndon	Suburb
Wellington 6011	Town, Postcode
Chris Chen	Recipient
Flat C	Unit Type and Identifier
153 Grange Road	Street
Mt Eden	Suburb
Auckland 1024	Town, Postcode

Incorrect	
Mrs Parker	
Level 2	
McKay's Emporium	
320A Sydney Street West Shop 1	
Thorndon	
Wellington 6011	
Chris Chen	
Flat C 153 Grange Road	
Mt Eden	
Auckland 1024	

Continued on next page

Unit Identifier Element, **continued**

Placement on Delivery line The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Unit Identifier on the Unit line or Delivery line.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct (Unit Identifier on Unit line)		Correct (Unit Identifier on Delivery line)	Incorrect (Unit Identifier on Delivery line)
Ms Jones Flat 12C 455 The Terrace Wellington Central Wellington 6011	Recipient Unit Type and Identifier Street Suburb Town, Postcode	Ms Jones 12C/455 The Terrace Wellington Central Wellington 6011	Ms Jones 12C – 455 The Terrace Wellington Central Wellington 6011
John Smith Unit A 415 Midhurst Road RD 1 Christchurch 7671	Recipient Unit Type, Identifier Street Rural Delivery Identifier Town, Postcode	John Smith 415A Midhurst Road RD 1 Christchurch 7671	John Smith 415 A Midhurst Road RD 1 Christchurch 7671
Jason Hamilton Flat B 51A Norton Road Otumoetai Tauranga 3110	Recipient Unit Type, Identifier Street Rural Delivery Identifier Town, Postcode	Jason Hamilton B/51A Norton Road Otumoetai Tauranga 3110	Jason Hamilton 51 AB Norton Road Otumoetai Tauranga 3110

Floor Elements

Definition The Floor Type describes the category of the floor in a multi-storey building or complex that the delivery point is on.

The Floor Identifier indicates the specific floor or level of the delivery point.

Requirement The Floor elements are mandatory for an urban address **only** if they are required in addition to any Unit information to uniquely identify the delivery point within a property.

The Floor Type and Identifier should not generally be used, as they are not postally required. They are **not** to be used in rural addresses.

Where Floor Type is used, Floor Identifier must also be used.

Only one Floor Identifier is to be used, and ranges of Floor Identifiers are not to be used.

Where the Floor is made up of a range of identifiers, the Floor Identifier is normally the identifier of the floor of the delivery point.

Position within address Floor Type and Identifier (if required) must be on the Unit line.

If the Unit and Floor elements are all on the Unit line, the Floor Type and Identifier must follow the Unit Type and Identifier.

The Floor Type is followed by the Floor Identifier except where the Identifier includes 'Basement', 'Ground', or 'Mezzanine'. In this case, the Floor Identifier optionally followed by the Floor Type is used.

Continued on next page

Floor Elements, **continued**

Presentation The Floor Type should be spelt in full where possible. However it may be abbreviated in accordance with the list below.

Word	Abbreviation
Floor	Fl
Level	L

Examples The following are examples of how the Floor Type and Identifier elements may be written within the address structure:

- Floor 34
 - L 2
 - Level B2
 - Fl A
 - Ground Fl
 - Basement
-

Placement The example below provides the 'Correct' and 'Incorrect' way of displaying the Floor Type and Identifier elements.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct		Correct	Incorrect
Patrick Hohepa Level 2 777 Hereford Street Christchurch Central Christchurch 8011	Recipient Floor Type, ID Street Suburb Town, Postcode	Patrick Hohepa L 2 777 Hereford Street Christchurch Central Christchurch 8011	Patrick Hohepa Level 2/777 Hereford Street Christchurch Central Christchurch 8011

Section 3-E: Building Element

Introduction The Building Name is available for use on the Building line or Unit line of an urban or rural address.

Placement of Building line The Building Name line (if used) is always below the Recipient line(s) and immediately above the Delivery line.
If the Unit line is used the Building Name line is below this.

In this section This section includes the following topic.

Topic	Page
Building Name Element	34

Building Name Element

Definition The Building Name identifies the structure that is erected on a property and associated with the delivery point.

The Building Name is normally only used for large or notable structures, including the following:

- apartment buildings
- office blocks
- malls
- schools
- civic buildings
- historic buildings
- a building or property name (e.g. a farm in rural areas).

It is preferred that that full street address is used instead of the Building Name for urban and rural addresses.

Requirement If the Street Number is not commonly known, the Building Name is required (where it is available).

The Building Name may be used in addition to the street address.

Optional The Building Name (if used) is always on the line immediately above the Delivery line.

Position within address The Building Name may be on the Building Name line by itself or on the Unit line following Unit or Floor.

However where the Street Number is not commonly known, the Building Name must be on the Building Name line by itself.

In this case, if Unit and or Floor are used, they must be on the Unit line above the Building Name line.

Continued on next page

Building Name Element, **continued**

Presentation Upper case letters are acceptable within Building Name where they are in common use, e.g. following an apostrophe “ ’ ”, hyphen “ - ”, “Mc” or “Mac”.

Hyphens and apostrophes must be used where they are in common use.

Quotes are not used around Building Name.

Lower case ‘and’ is preferred, but ampersands are acceptable where they are in common use.

The Building Name should be spelt in full where possible. However words in the name may be abbreviated in accordance with the list below.

Word	Abbreviation	Word	Abbreviation
Administration	Admin	House	Hse
Agency	Agcy	Incorporated	Inc
Branch	Brnch, Br	Laboratory	Lab
Building	Bldg	Limited	Ltd
Centre	Ctr	Management	Mgmt
Company	Co	Manufacturer	Mfr
Corporation	Corp	Manufacturing	Mfg
Department	Dept	National	Natl
Division	Div	Office	Ofc
Enterprise	Entprs	Partnership	Prtnrshp
Government	Govt	Proprietary	Pty
Group	Gp	System	Sys
Headquarters	HQ		

Examples The following are examples of how the Building Name element may be written within the address structure:

- CourierPost House
- McGregor Workshop
- O’Leary’s Pavilion
- Machine and Tool Centre
- Parliament Buildings

Continued on next page

Building Name Element, **continued**

Placement The examples below provide the 'Correct' and 'Incorrect' way of displaying the Building Name element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct (with street number)		Correct	Incorrect
Mr Jones 200 Molesworth Street Thorndon Wellington 6011	Recipient Street Suburb Town, Postcode	Mr Jones Acme House 200 Molesworth Street Thorndon Wellington 6011	Mr Jones Acme House Thorndon Wellington 6011
Mrs Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Thornton Wellington 6011	Recipient Organisation Unit, Floor Street Suburb Town, Postcode	Mrs Parker McKay's Emporium Shop 1 Level 2 Gibb House 320A Sydney Street West Thorndon Wellington 6011	Mrs Parker McKay's Emporium Gibb House Shop 1 Level 2 320A Sydney Street West Wellington 6011

Correct (street number not commonly known)	
Mr F Stewart Unit 3203 Terrace House The Terrace Wellington Central Wellington 6011	Recipient Unit, Floor Building Name Street Suburb Town, Postcode

Incorrect
Mr F Stewart Unit 3203 Terrace House The Terrace Wellington Central Wellington 6011

Section 3-F: Delivery Line Elements

Introduction The following elements are available for use on the Delivery line of an urban or rural address:

- Unit Identifier and separator (see page 28)
- Street Number
- Street Alpha
- Street Name
- Street Type
- Street Direction

The following elements are available for use on the Delivery line of a delivery service address:

- Delivery Service (box, bag or counter delivery)
-

Placement of Delivery line The Delivery line is always:

- below the Recipient line(s) and the Unit and Building Name lines (if used)
 - above the Suburb line (if used) and the Town line
-

In this section This section includes the following topics.

Topic	Page
Street Number Element	38
Street Alpha Element	40
Street Name Element	41
Street Type Element	43
Street Direction Element	44
Delivery Service Elements	46

Street Number Element

Definition The Street Number is the number assigned to the position on the street of the delivery point.

Requirement The Street Number element is a mandatory element of the:

- Urban address (except where not commonly known, in which case the Building name must be present)
- Rural address (except where not commonly known)

Position within address The Street Number is located in the Delivery line of the urban and rural address.

The Street Number is positioned:

- immediately after the Unit Identifier and separator (if used)
- before the Street Alpha (if used) and Street Name, Street Type (if used) and Street Direction (if used)

Presentation The Street Number must have no leading zeros or separators.

Use only one Street Number.

Do not use a range of Street Numbers (e.g. 154 – 160)

Do not use “Corner” instead of a Street Number.

Note: Where the property includes a range of numbers, the Street Number is normally the first number of the range.

Examples The following are examples of how the Street Number element may be written within the address structure:

- 11 Smith Road
- 1701 Main Street
- 14235 Farm Road (rural address)

Continued on next page

Street Number Element, **continued**

Placement The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Street Number element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct	
Mrs Parker	Recipient
McKay's Emporium	Organisation
Shop 1 Level 2	Unit, Floor
320A Sydney Street West	Street Number , Street
Thorndon	Suburb
Wellington 6011	Town, Postcode

Incorrect	
Mrs Parker	
McKay's Emporium	
Shop 1 Level 2	
320A -340 Sydney Street West	
Thorndon	
Wellington 6110	

Ms Jones	Recipient
12C/ 455 The Terrace	Unit ID, Street Number , Street
Wellington Central	Suburb
Wellington 6011	Town, Postcode

Ms Jones	
12C 455 The Terrace	
Wellington Central	
Wellington 6011	

Street Alpha Element

Definition The Street Alpha is the alphabetic suffix associated with the Street Number of the delivery point.

The Street Number and Alpha together identify the position on the street of the delivery point.

Requirement The Street Alpha element is a mandatory element of the:

- Urban address (if it is in use)
- Rural address (if it is in use)

The Street Alpha must be in upper case.

Position within address The Street Alpha is located in the Delivery line of the urban and rural address.

The Street Alpha is positioned:

- immediately after the Street Number with no space between them
- before the Street Name, Street Type (if used) and Street Direction (if used)

Examples The following are examples of how the Street Number element may be written within the address structure:

- 11J Smith Road
- 1701A Main Street
- 14235B Farm Road (rural address)

Placement The example below provides the 'Correct' and 'Incorrect' ways of displaying the Street Alpha element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct	
Mrs Parker	Recipient
McKay's Emporium	Organisation
Shop 1 Level 2	Unit, Floor
320 A Sydney Street West	Number, Street Alpha , Street
Thorndon	Suburb
Wellington 6011	Town, Postcode

Incorrect
Mrs Parker
McKay's Emporium
Shop 1 Level 2
320 A Sydney Street West
Thorndon
Wellington 6011

Street Name Element

Definition The Street Name identifies the thoroughfare for the passage of people or vehicles, that the delivery point is located on.

Requirement The Street Name is a mandatory element of the urban and rural address.
Only one Street Name is used, and corner addresses are not to be used.

Position within address The Street Name is located in the Delivery line of the urban and rural address.
The Street Name is positioned:

- after the Street Number and Alpha (if used)
- before the Street Type (if used) and Street Direction (if used)

Presentation Upper case letters are acceptable within Street Name where they are in common use, e.g. following an apostrophe “ ’ ”, hyphen “ - ”, “Mc” or “Mac”.

Hyphens and apostrophes must be used where they are on the street sign.

Lower case ‘and’ is preferred, but ampersands are acceptable where they are in common use.

Street Name is to be spelt in full, **except** for the following:

- Numeric street names may be presented in a numeric format.
- State Highway numbers must be presented in a numeric format.
- State Highway may be abbreviated to 'SH'.
- Street Name prefixes may be abbreviated in accordance with the list below.

Street Name Prefix	Abbreviation
Mount	Mt
Saint	St

Note: A Street Name may include a direction e.g. ‘Great South’ Road. In this case the direction is not treated as a Street Direction and is not abbreviated

Continued on next page

Street Name Element, **continued**

Examples

The following are examples of how the Street Name element may be written within the address structure:

- Smith Street
- Great North Road
- Old West Coast Road
- The Ridgeway
- St Andrews Crescent
- Rue Jolie
- Thorpe-Orinoco Road
- Van Der Velden Way
- Patrick's Road
- Moffat and Forbes Road
- Nga Oho
- O'Connor Street
- Fourth Street
- 4th Avenue
- State Highway 6
- SH 1
- MacKenzie Drive
- McClean Place
- Mackie Street

Placement

The examples below provide the 'Correct' and 'Incorrect' way of displaying the Street Name element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct		Incorrect	
Mrs Parker	Recipient	Mrs Parker	
McKay's Emporium	Organisation	McKay's Emporium	
Shop 1 Level 2	Unit, Floor	Shop 1 Level 2	
320A Sydney Street West	Number, Street Name , Type, Direction	320A Sydney West Street	
Thorndon	Suburb	Thorndon	
Wellington 6011	Town, Postcode	Wellington 6011	
Turner's Ltd	Recipient	Turner's Ltd	
1300 Great South Road	Street Number, Street Name , Type	1300 Great S Road	
Ellerslie	Suburb	Ellerslie	
Auckland 1051	Town, Postcode	Auckland 1051	
High Street Caterers	Recipient	High Street Caterers	
514 High Street	Street Number, Street Name , Type	Cnr 5th and High Street	
Balclutha 9230	Town, Postcode	Balclutha 9230	

Street Type Element

Definition The Street Type is the suffix identifying the category of the thoroughfare the delivery point is located on.

Requirement The Street Type is a mandatory element of the urban and rural address if it is on the street sign.

Position within address The Street Type is generally the last address element of the Delivery line of the urban and rural address.

It is located after the Street Name and before the Street Direction (if used).

Presentation The Street Type should be spelt in full where possible. However it may be abbreviated in accordance with the list in Appendix C of Street Types. If no abbreviation is specified the Street Type must be spelt in full.

The full list of Street Types and acceptable abbreviations is listed in Appendix C and can also be found at www.nzpost.co.nz.

Examples The following are examples of how the Street Type element may be written within the address structure:

- Smith Street
 - Kelvin Grove
 - Great North Road
 - Potters Lane
 - Upper Austin Road
-

Placement The example below provides the 'Correct' and 'Incorrect' ways of displaying the Street Type element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct		Correct	Incorrect
Mrs Parker	Recipient	Mrs Parker	Mrs Parker
McKay's Emporium	Organisation	McKay's Emporium	McKay's Emporium
Shop 1 Level 2	Unit, Floor	Shop 1 Level 2	Shop 1 Level 2
320A Sydney Street West	Number Name, Street Type , Direction	320A Sydney St West	320A Sydney Strt West
Thorndon	Suburb	Thorndon	Thorndon
Wellington 6011	Town, Postcode	Wellington 6011	Wellington 6011

Street Direction Element

Definition The Street Direction is the direction of the street the delivery point is located on. It can indicate that:

- the thoroughfare is split from a point into sections that are north/south or east/west etc.
- there is a central or extended section

Requirement The Street Direction is a mandatory element of the urban and rural address if it is on the street sign.

Position within address The Street Direction (if used) is always the last address element of the Delivery line of the urban and rural address.

It is located after the Street Name and Street Type (if used).

Presentation The Street Direction should be spelt in full where possible. However it may be abbreviated in accordance with the list below.

Upper case letters must be used as shown below.

Street Direction	Abbreviation	Street Direction	Abbreviation
North	N	Northeast	NE
East	E	Southeast	SE
South	S	Northwest	NW
West	W	Southwest	SW
Upper	Upr	Central	Ctrl
Lower	Lwr	Extension	Ext

Note: A Street Name may include a direction e.g. 'Great South' Road. In this case the direction is not treated as a Street Direction and is not abbreviated.

Examples The following are examples of how the Street Direction element may be written within the address structure:

- Devon Street East
- Durham Street North

Continued on next page

Street Direction Element, **continued**

Placement The example below provides the 'Correct' and 'Incorrect' ways of displaying the Street Direction element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct		Correct	Incorrect
Mrs Parker	Recipient	Mrs Parker	Mrs Parker
McKay's Emporium	Organisation	McKay's Emporium	McKay's Emporium
Shop 1 Level 2	Unit, Floor	Shop 1 Level 2	Shop 1 Level 2
320A Sydney Street North	Number, Name, Type, Street Direction	320A Sydney St N	320A Sydney St Nth
Thorndon	Suburb	Thorndon	Thorndon
Wellington 6011	Town, Postcode	Wellington 6011	Wellington 6011

Delivery Service Elements

Definition The Delivery Service Type and Identifier elements indicate a specific delivery service address.

The Delivery Service Type indicates the category of box or bag of the delivery point, or the category of counter service to be used.

The Delivery Service Identifier indicates the specific box or bag of the delivery point, and is allocated by New Zealand Post.

Requirement The Delivery Service Type is a mandatory element of the delivery service address.

The Delivery Service Identifier is not used for Counter Delivery or Poste Restante. It is also not used for Private Bags that do not have an identifier allocated by New Zealand Post, where the name of the recipient or bag holder is required as part of the address instead.

Position within address The Delivery Service Type and Identifier are the only elements of the Delivery line of the delivery service address.

Note: See the Suburb element on page 3-G-49 for the use of the box lobby, PostShop or PostCentre in the Suburb line of PO Box, Private Bag or Counter Delivery addresses.

See the Rural Delivery Identifier element on page 3-G-49 for the use of the Rural Delivery Identifier in the Suburb line of rural CMB addresses.

For CMB addresses that are not rural, Response Bag and Poste Restante addresses the Suburb line is not used.

Presentation Delivery Service Type is followed by Delivery Service Identifier (if used).

The Delivery Service Identifier must have no leading zeros and no spaces, separators or other punctuation.

Correct Delivery Service Types are listed below with their descriptions.

Delivery Service Type – Box/Bag	Description
PO Box	Post Box, PO Box
Private Bag	Private Bag
Response Bag	Response Bag (used for competitions)
CMB	Community Mail Box in postal outlet or on a thoroughfare
Delivery Service Type – Counter	Description
Counter Delivery	Hold for Counter Delivery collection – domestic mail
Poste Restante	Hold for Poste Restante collection – international mail

Continued on next page

Delivery Service Elements, **continued**

Examples

The following are examples of how the Delivery Service Type and Identifier element may be written within the address structure:

- PO Box 24999
- Private Bag 106999
- Response Bag 500999
- CMB B99
- Counter Delivery
- Poste Restante

Placement

The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Delivery Service Type and Identifier element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct		Incorrect	
Mr Pickering PO Box 4099 Highfield Timaru 7942	Recipient Delivery Service Type, Identifier Suburb (Box Lobby) Town, Postcode	Mr Pickering P O Box 4 099 Highfield Timaru 7942	
Mary Brown Counter Delivery Marion Square PostShop Wellington 6141	Recipient Delivery Service Type Suburb (PostShop) Town, Postcode	Mary Brown Counter Marion Square PostShop Wellington 6141	
Mr Jones Private Bag 39990 Lower Hutt 5045	Recipient Delivery Service Type Town, Postcode	Mr Jones Lower Hutt 5045 PB 39990	
Mr Jones Acme Corporation Private Bag Lower Hutt 5045	Recipient Organisation Delivery Service Type Town, Postcode	Mr Jones Private Bag Lower Hutt 5045	
Mary Brown CMB 123 RD 1 Runanga 7873	Recipient Delivery Service Type Rural Delivery Identifier Town, Postcode	Mary Brown Box 123 RD 1 Runanga 7873	

Section 3-G: Suburb Line Elements

Introduction The following element is available for use on the Suburb line of an urban address:

- Suburb

The following element must be used on the Suburb line of a rural address:

- Rural Delivery Identifier

The suburb line is required for some delivery service addresses.

Placement of Suburb line The Suburb line (if used) is always below the Delivery line and above the Town line. The Suburb line and Town line may be on the same address line if using the consolidated address format. Please refer to Appendix D - Consolidated Address.

In this section This section includes the following topics.

Topic	Page
Suburb Element	49
Rural Delivery Identifier Element	52

Suburb Element

Definition A suburb is the name applied to a group of geographically associated streets or parts of streets in a bounded locality of a city or town. A suburb is principally of urban character and usually has a focus of a shopping centre, school or transport facility.

The Suburb element identifies the suburb that the delivery point is located in.

Requirement For the **urban** address:

- The Suburb element is mandatory where it is in common use, and contains the suburb name only. Central city suburbs eg. "Auckland Central" may be omitted.
- The Suburb element is not to be used for the name of a composite site such as a university, research centre, airport, hospital, marina, retirement village, residential community development or shopping complex unless it is in common use as the Suburb. The Organisation element may be used for these names.

For the **delivery service** address:

- For PO Box addresses, the Suburb element is mandatory and is used for the box lobby name unless the box lobby name is the same as the town name, when this element may be omitted.
 - For Private Bag addresses the Suburb element is not required.
 - For Counter Delivery addresses, the Suburb element is mandatory and is used for the name of the PostShop or PostCentre where the mail is to be collected.
 - For Community Mailboxes that are not rural delivery, Response Bag and Poste Restante addresses, the Suburb element (box lobby, PostShop, PostCentre or suburb) is not to be used since it is postally not required.
-

Position within address Suburb is the only element of the Suburb line of the urban and delivery service address. The Suburb line and Town line may be on the same address line if using the consolidated address format. Please refer to Appendix D - Consolidated Address.

See the Rural Delivery Identifier element on page 3-G-52 for the use of the Rural Delivery Identifier in the Suburb line of the rural and rural CMB address.

Presentation Upper case letters are acceptable within Suburb where they are in common use, e.g. following "Mc" or "Mac".

The suburb must be spelt in full, except that prefixes may be abbreviated in accordance with the list below.

Street Name Prefix	Abbreviation
Mount	Mt
Saint	St

Continued on next page

Suburb Element, continued

Examples

The following are examples of how the Suburb element may be written within the address structure for suburbs in urban addresses, and for box lobbies, PostShop stores and PostCentre agencies in delivery service addresses.

Suburb	Box Lobby	PostShop or PostCentre
Epsom	Manners Street	Manners Street PostShop
St Lukes	Foxton	Foxton PostShop
Kaiwharawhara	Foxton Beach	Foxton Beach PostCentre
Mt Cook	Riccarton	Springston PostCentre
Mount Victoria	Taumarunui	
South New Brighton	Waikato Mail Centre	
MacAndrew Bay	Christchurch Airport	
McLeans Island		

Placement

The example below provides the 'Correct' and 'Incorrect' ways of displaying the Suburb element for urban addresses.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct (Urban)	Incorrect (Urban)
Mrs Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Thorndon Wellington 6011	Mr Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Wellington 6011

Placement

The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Suburb element for delivery service addresses.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct (Delivery Service)	Incorrect (Delivery Service)
Mr Pickering PO Box 4099 Highfield Timaru 7942	Mr Pickering PO Box 4 099 Timaru 7942
Mary Brown Counter Delivery Marion Square PostShop Wellington 6141	Mary Brown Counter Delivery Wellington 6141

Rural Delivery Identifier Element

Definition	The Rural Delivery Identifier specifies the Rural Delivery round that the delivery point is located on.
Requirement	The Rural Delivery Identifier is a mandatory element of the rural street address and the rural Community Mailbox address.
Position within	The Rural Delivery Identifier and 'RD' are the only elements of the Suburb line of the rural postal address.
Presentation	<p>The Rural Delivery information is 'RD' followed by the Rural Delivery Identifier of the round.</p> <p>The following are examples of how the Rural Identifier element may be written within the address structure:</p> <ul style="list-style-type: none">• RD 3• RD 22• RD 12B

Continued on next page

Rural Delivery Identifier Element, **continued**

Placement The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Rural Identifier element for rural addresses.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct (Rural)	
Mr Martin	Recipient
12543 Farm Road	Street
RD 1	Rural Delivery Identifier
Outram 9073	Town, Postcode

Incorrect (Rural)	
Mr Martin	
12543 Farm Road	
Rural Delivery 1	
Outram 9073	

Correct (Rural CMB)	
M Harris	Recipient
CMB 21	Delivery Service
RD 3	Rural Delivery Identifier
Murchison 7077	Town, Postcode

Incorrect (Rural CMB)	
M Harris	
CMB 21	
R D 3	
Murchison 7077	

Section 3-H: Town Line Elements

Introduction The following elements are available for use on the Town line of an address:

- Town/City Element
- Postcode Element

Placement of Town line The Town line is always below the Delivery line and the Suburb line (if used).

The Town line is always the last line of all domestic New Zealand mail (i.e. mail posted in New Zealand to a delivery point in New Zealand).

In this section This section includes the following topics.

Topic	Page
Town / City Element	55
Postcode Element	57

Town / City Element

- Definition** A town/city is the name applied to a geographically associated area with a name and defined boundary,.
- The Town/City element indicates the name of the town, city or island the delivery point is located in or associated with.
- For **rural** and **rural CMB** addresses the Town/City is the town name of the rural delivery route that services the delivery point.
- Note:** This town is not necessarily the town nearest to the delivery point, or the town the delivery point is located in.
- For **urban** and all other **delivery service** addresses the Town/City is the town or city that the delivery point is located in.
-

Requirement The Town/City is a mandatory element of all addresses, i.e. urban, rural and delivery service addresses.

Position within Address The Town/City is the first element of the Town line of all addresses. The Suburb line and Town line may be on the same address line if using the consolidated address format. Please refer to Appendix D - Consolidated Address

Presentation Upper case letters are acceptable within the Town/City element where they are in common use, e.g. following “Mc” or “Mac”.

The Town/City must be spelt in full, except that prefixes may be abbreviated in accordance with the list below.

Street Name Prefix	Abbreviation
Mount	Mt
Saint	St

Examples The following are examples of how the Town/City element may be written within the address structure:

- Wellington
 - Masterton
 - St Arnaud
 - Christchurch
 - Timaru
 - Chatham Islands
 - MacDonald Downs
-

Continued on next page

Town / City Element, **continued**

Placement The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Town/City element.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

Correct (Urban)		Incorrect (Urban)	
Mrs Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Thorndon Wellington 6011	Recipient Organisation Unit, Floor Street Suburb Town, Postcode	Mrs Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Thorndon 6011	
Mr Ellery 203A Donald Bruce Road Waiheke Island 1081	Recipient Street Town, Postcode	Mr Ellery 203A Donald Bruce Road Waiheke Is 1081	
Mrs Jones 11 Privet Grove Waikanae 5036	Recipient Street Town, Postcode	Mrs Jones 11 Privet Grove Waikanae Wellington 5036	
Correct (Rural)		Incorrect (Rural)	
Mr Martin 12543 Farm Road RD 1 Outram 9073	Recipient Street Rural Delivery Identifier Town, Postcode	Mr Martin 12543 Farm Road RD 1 9073 Outram	
Correct (Delivery Service)		Incorrect (Delivery Service)	
Mr Pickering PO Box 4099 Highfield Timaru 7942	Recipient Delivery Service Suburb (Box Lobby) Town, Postcode	Mr Pickering PO Box 4099 Highfield 7942 Timaru	
Correct (Delivery Service)		Incorrect (Delivery Service)	
Mr Jones Private Bag 39990 Lower Hutt 5045	Recipient Delivery Service Town, Postcode	Mr Jones Private Bag 39990 Wellington 5045	

Postcode Element

Definition The Postcode is a group of characters representing the group of delivery points that the delivery point belongs to.

There are three types of postcode:

- urban
- rural
- box and bag

Postcodes are generally aligned with an urban or rural geographic area or a delivery service location.

They are allocated by New Zealand Post and are combined with other address elements to assist mail sorting.

Requirement The Postcode is a mandatory element of all addresses including urban, rural and delivery service addresses.

Position within address The Postcode is located after the Town/City and is the last element of the Town line of all addresses.

Presentation The Postcode must not include separators or spaces.

If the Postcode contains a leading zero, this zero must be included.

Examples The following are examples of how the Postcode element may be written within the address structure:

- 0110
- 8120
- 9679

Continued on next page

Postcode Element, continued

Placement The examples below provide the 'Correct' and 'Incorrect' ways of displaying the Postcode element for urban, rural and delivery service addresses.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

<p>Correct (Urban)</p> <p>Mrs Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Thorndon Wellington 6011</p> <p>Recipient Organisation Unit, Floor Street Suburb Town, Postcode</p>	<p>Incorrect (Urban)</p> <p>Mrs Parker McKay's Emporium Shop 1 Level 2 320A Sydney Street West Thorndon Wellington 6 011</p>
<p>Mr Ellery 203A Donald Bruce Road Waiheke Island 1081</p> <p>Recipient Street Town, Postcode</p>	<p>Mr Ellery 203A Donald Bruce Road Waiheke Island 1,081</p>
<p>Correct (Rural)</p> <p>Mr Martin 12543 Farm Road RD 1 Outram 9073</p> <p>Recipient Street Rural Delivery Identifier Town, Postcode</p>	<p>Incorrect (Rural)</p> <p>Mr Martin 12543 Farm Road RD 1 9073 Outram</p>
<p>Correct (Delivery Service)</p> <p>Mr Pickering PO Box 4099 Highfield Timaru 7942</p> <p>Recipient Delivery Service Suburb (Box Lobby) Town, Postcode</p>	<p>Incorrect (Delivery Service)</p> <p>Mr Pickering PO Box 4099 Highfield 7942 Timaru</p>

Section 3-I: Country Line Element

Introduction New Zealand Post does not specify the standard for foreign addresses, only for the Country line when posted in New Zealand.

Placement of Country line The Country line is always the last line of the address (if used).
The Country line is:

- below the Town line of all addresses on mail to New Zealand from other countries
- the last line of the address for mail to or from another country

In this section This section includes the following topic.

Topic	Page
Country Element	60

Country Element

Definition	<p>The Country indicates the country the delivery point is located in or associated with.</p> <p>If the mail item is to a country other than New Zealand, then the Country must be one of the names on the list of countries New Zealand Post delivers to.</p> <p>The New Zealand Post list of approved countries is published in www.nzpost.co.nz under Sending Overseas – Prepare and Package – Guide to World Zones.</p> <p>If the item is from a country other than New Zealand to a delivery point in New Zealand, then the Country is the name that the postal authority of that country recognises for New Zealand.</p>
Requirement	<p>The Country element is not to be used for domestic New Zealand mail; i.e. mail posted in New Zealand to a delivery point in New Zealand.</p> <p>It is mandatory for all addresses where the mail comes from a country other than New Zealand or where the delivery point is in another country.</p>
Position within address	<p>The Country is the only element of the Country line.</p>
Presentation	<p>For mail to other countries, the Country name must be in upper case and spelt in full.</p> <p>The main address block is to be structured according to the destination country's address formatting standards.</p> <p>See the Universal Postal Union Website at http://www.upu.int/post_code/en/postal_addressing_systems_member_countries.shtml</p>

Continued on next page

Country Element

Examples The following are examples of the correct presentation for commonly used country names.

Country	Country	Country
AUSTRALIA	GERMANY	JAPAN
CANADA	GREAT BRITAIN	KOREA
CHINA	HONG KONG	NETHERLANDS
FIJI	IRELAND	UNITED STATES OF AMERICA

Placement The example below provides the 'Correct' and 'Incorrect' ways of displaying the Country element for mail to or from another country.

Note: The bold below is used to highlight the example being illustrated, and is not to be used as part of the address.

For mail from outside New Zealand

Correct	
Mrs Parker	Recipient
McKay's Emporium	Organisation
Shop 1 Level 2	Unit, Floor
320A Sydney Street West	Street
Thorndon	Suburb
Wellington 6011	Town, Postcode
NEW ZEALAND	Country

Incorrect
Mrs Parker
McKay's Emporium
Shop 1 Level 2
320A Sydney Street West
Thorndon
Wellington 6011
New Zealand

For mail from New Zealand to countries other than New Zealand

Correct	
Norwegian Post Authority	Recipient
Revierstredet 2	Street
NO-0104 OSLO	Postcode, Town
NORWAY	Country

Incorrect
Norwegian Post Authority
Revierstredet 2
NO-0104 OSLO
NORGE

Chapter 4: Address Types and Permitted Structures

Introduction This part defines the address types and shows examples of the permitted structures for each type of address.

In this part This part covers the following topics.

Topic	Page
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Urban Addresses	64
Rural Addresses	65
Delivery Service Address	66
Foreign Address	68

Table of Elements used by Address Types

Introduction

The table below shows the placement of address elements used for domestic New Zealand addresses.

Table of Elements

The address elements are displayed according to the three address types, urban, rural and delivery service.

Urban	Rural	Delivery Service
Reference	Reference	Reference
Recipient	Recipient	Recipient
Organisation	Organisation	Organisation
Unit Type, Identifier	Unit Type, Identifier	Unit Type, Identifier
Floor Type, Identifier		
Building Name	Building Name	
Street Number, Alpha	Street Number, Alpha	Delivery Service Type, Identifier
Street Name, Type, Direction	Street Name, Type, Direction	
Suburb	'RD', RD Identifier	Box Lobby / PostShop / PostCentre / 'RD', RD Identifier
Town/City	Town/City	Town/City
Postcode	Postcode	Postcode
Country	Country	Country

Note: '/' denotes 'or'.

Urban Addresses

Definition An urban address identifies a location within a New Zealand metropolitan, or other urban zone.

Address structure The tables below provide information on the address structure that must be used for all urban addresses.

Notes:

- Blank lines are not permitted in the address. Any lines that do not contain information are to be completely omitted from the address.
- Elements on the Recipient lines may be split over multiple lines.
- A Unit Identifier may either prefix the street number or follow Unit Type on the Unit line.

Key:

<> identifies the address element
 () identifies optional address information
 | denotes 'or' between elements
 / denotes 'or' within an element

Street Number AND Street Name known	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	(<Unit Type> <Unit Identifier>) (<Floor Type> <Floor Identifier>) (<Building Name>)
Delivery line	(<Unit Identifier>/)<Street Number>(<Street Alpha>) <Street Name> (<Street Type>) (<Street Direction>)
Suburb line	(<Suburb>)
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Street Number not commonly known AND Building Name known	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	(<Unit Type> <Unit Identifier>) (<Floor Type> <Floor Identifier>)
Building Name line	<Building Name>
Delivery line	<Street Name>(<Street Type>) (<Street Direction>)
Suburb line	(<Suburb>)
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Rural Addresses

Definition A rural address identifies a location not within a New Zealand metropolitan, or other urban zone.

Address structure The tables below provide information on the address structure that must be used for all rural addresses.

Notes:

- Blank lines are not permitted in the address. Any lines that do not contain information are to be completely omitted from the address.
- Elements on the Recipient lines may be split over multiple lines.
- A Unit Identifier may either prefix the street number or follow Unit Type on the Unit line.

Key:

<> identifies the address element
 () identifies optional address information
 | denotes 'or' between elements
 / denotes 'or' within an element

Street Number AND Street Name known	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	(<Unit Type> <Unit Identifier> (<Building Name>)
Delivery line	(<Unit Identifier>/)<Street Number>(<Street Alpha>) <Street Name> (<Street Type>) (<Street Direction>)
Suburb line	RD <RD Identifier>
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Street Number not commonly known	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	(<Unit Type> <Unit Identifier>)
Building Name line	(<Building Name>)
Delivery line	<Street Name>(<Street Type>) (<Street Direction>)
Suburb line	RD <RD Identifier>
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Delivery Service Address

Definition A Delivery Service address identifies a box or bag or counter service in New Zealand.

Address structure The tables below provide information on the address structure that must be used for all Delivery Service addresses.

Notes:

- Blank lines are not permitted in the address. Any lines that do not contain information are to be completely omitted from the address.
- Elements on the Recipient lines may be split over multiple lines.

Key:

<> identifies the address element
 () identifies optional address information
 | denotes 'or' between elements
 / denotes 'or' within an element

PO Box	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	PO Box <Delivery Service Identifier>
Suburb line	(<Box Lobby>)
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Private Bag with Delivery Service Identifier allocated	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	Private Bag <Delivery Service Identifier>
Suburb line	(<Box Lobby>)
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Private Bag with no Delivery Service Identifier allocated	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	Private Bag
Suburb line	(<Box Lobby>)
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Response Bag	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	Response Bag <Delivery Service Identifier>
Suburb line	
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Continued on next page

Delivery Service Address, continued

Community Mailbox (Rural)	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	CMB <Delivery Service Identifier>
Suburb line	RD <RD Identifier>
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Community Mailbox (Urban)	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	CMB <Delivery Service Identifier>
Suburb line	
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Counter Delivery	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	Counter Delivery
Suburb line	<PostShop/PostCentre>
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Poste Restante	
Recipient lines	(<Recipient>) (<Organisation>)
Unit line	
Delivery line	Poste Restante
Suburb line	
Town line	<Town/City> <Postcode>
Country line	(NEW ZEALAND)

Foreign Address

Definition A Foreign address identifies a location outside of New Zealand.

Address structure The tables below provide information on the address structure that must be used for all Foreign addresses.

- Notes:**
- Blank lines are not permitted in the address. Any lines that do not contain information are to be completely omitted from the address.

Key:
 <> identifies the address element

All Foreign Mail	
Recipient lines	<i>Addressed according to recipient country rules</i>
Unit line	
Delivery line	
Suburb line	
Town line	
Country line	<COUNTRY>

Appendices

In this part

This part contains the following appendices.

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Error! Not a valid result for table.	76
Error! Not a valid result for table.	78

Appendix A – Sample Addresses

Samples of Urban Addresses

Introduction This topic shows examples of urban addresses. See Appendix D for samples of use of a consolidated address format.

Urban address

Mr H G Guy 79 Uxbridge Street Redwood Christchurch 8051	<input type="checkbox"/>
--	--------------------------

**Urban address
for town
without
suburbs**

Ross Norman Max Arthur 1914 Tararu Road Thames 3500	<input type="checkbox"/>
---	--------------------------

**Urban address
with Street
Alpha
or single
alphabetic Unit**

Dr B R Smith 392A Range Road Papamoa Mt Maunganui 3118	<input type="checkbox"/>
---	--------------------------

**Urban address
with Unit and
Street Direction**


S Heyes Flat 7C 195 Halifax Street East Tahunanui Nelson 7011	<input type="checkbox"/>
---	--------------------------

Continued on next page

Samples of Urban Addresses, **continued**


**Urban address
with
Organisation
and with Unit on
Delivery line**

Mrs M Bright
Beckenham Retirement Village
17/1222 Colombo Street
Sydenham
Christchurch 8023




**Urban address
with Unit on
Delivery line and
Street Alpha**

Miss J G McAllister
8A/45A The Glebe
Coastlands
Whakatane 3120



**Urban address
with single
alphabetic Unit
and Street Alpha**

Jason Hamilton
B/31A Norton Road
Otumoetai
Tauranga 3110



**Urban address
with
Organisation,
Floor and no
Recipient**

NZ Feng Shui Society
Level 2
512 Ulster Street
Whitiora
Hamilton 3200



Continued on next page

Samples of Urban Addresses, **continued**

**Urban address
with Floor and
Unit**

Mrs S Heywood
Suite 1 Level 3
718 Marine Parade
Bluff Hill
Napier 4110



**Urban address
with
Organisation
and Building
Name**

Attention: Mr S Mart
Name Plate Engravers
The Emporium
1855 Atawhai Drive
Atawhai
Nelson 7010



**Urban address
with Unit, Floor
and Building
Name**

Attn Neil Mardell
Dyson Smith & Gledwell
Shop 4 Level 2 Winscombe Mall
57 Queen Street
Timaru 7910



**Urban address
with Unit,
Building Name,
where Street
Number is not
commonly
known**

Mrs AB Claridge
Shop 99
Westfield Queensgate
Queens Drive
Lower Hutt 5010



Samples of Rural Addresses

Introduction

This topic shows examples of rural addresses. . See Appendix D for samples of use of a consolidated address format.

Rural address care of registered occupant

Mrs W Miller C/- Mr B Hills 220 Lynwood Avenue RD 1 Otaki 5581	<input type="checkbox"/>
--	--------------------------

Rural address with no Street Number in use

Louise Barnes Dinsdale Drive RD 1 Martinborough 5781	<input type="checkbox"/>
---	--------------------------

Rural address with Unit and Street Direction

Dr Glen Miller Flat 2 128 Valley Road East RD 2 Middlemarch 9597	<input type="checkbox"/>
--	--------------------------

Rural address with Street Alpha

Mr Gordon Rameka 56A Maple Boulevard RD 2 Wanaka 9382	<input type="checkbox"/>
--	--------------------------

Samples of Delivery Service Addresses

Introduction

This topic shows examples of delivery service addresses.

PO Box address

Mrs Prudence Walker Acme Company PO Box 17999 Greenlane Auckland 1546	<input type="checkbox"/>
---	--------------------------

Private Bag address with FreePost

FreePost 1653 William Tariki Private Bag 93899 Auckland 0753	<input type="checkbox"/>
---	--------------------------

Response Bag address

Ace Super Pie Competition Response Bag 500500 Christchurch 8140	<input type="checkbox"/>
---	--------------------------

Rural Community Mail Box address

Mr B Mills CMB A53 RD 1 Huntly 3771	<input type="checkbox"/>
--	--------------------------

Continued on next page

Samples of Delivery Service Addresses, **continued**

**Urban
Community Mail
Box address**

Mrs Kerry A Ross CMB 68 Maitai Valley 7010	<input type="checkbox"/>
--	--------------------------

**Counter
Delivery
address**

Mr Junior Sumner Counter Delivery Mana PostShop Porirua City 5247	<input type="checkbox"/>
--	--------------------------

**Post Restante
address mailed
from outside
New Zealand**

David Franklin Poste Restante Levin 5540 NEW ZEALAND	<input type="checkbox"/>
---	--------------------------

Sample of Foreign Address

Introduction This topic shows an example of a foreign address.

Post Restante



Note: The main address block should be structured according to the destination country's address formatting standards.

Appendix B – Address Element Matrix

The address element matrix shows which address elements may be included together in an address structure.

	Reference – other	Recipient	Organisation	Building Name	Floor Type	Floor Identifier	Unit Type	Unit Identifier	Street Number	Street Alpha	Street Name	Street Type	Street Direction	PO Box, Private Bag	Poste Restante, Response Bag	CMB	Counter Delivery	Rural Delivery	Suburb	Town/City	Postcode
Reference - FreePost	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✗	✗	✓	✗	✓	✓	✓
Reference - other		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Recipient			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Organisation				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Building Name					✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✓	✓
Floor Type						✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✓	✓	✓
Floor Identifier							✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✓	✓	✓
Unit Type								✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✓	✓
Unit Identifier									✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✓	✓
Street Number										✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✓	✓
Street Alpha											✓	✓	✓	✗	✗	✗	✗	✓	✓	✓	✓
Street Name												✓	✓	✗	✗	✗	✗	✓	✓	✓	✓
Street Type													✓	✗	✗	✗	✗	✓	✓	✓	✓
Street Direction														✗	✗	✗	✗	✓	✓	✓	✓
PO Box, Private Bag															✗	✗	✗	✗	✓	✓	✓
Poste Restante, Response Bag																✗	✗	✗	✗	✓	✓
CMB																	✗	✓	✗	✓	✓
Counter Delivery																		✗	✓	✓	✓
Rural Delivery																			✗	✓	✓

	Reference – other	Recipient	Organisation	Building Name	Floor Type	Floor Identifier	Unit Type	Unit Identifier	Street Number	Street Alpha	Street Name	Street Type	Street Direction	PO Box, Private Bag	Poste Restante, Response Bag	CMB	Counter Delivery	Rural Delivery	Suburb	Town/City	Postcode
Suburb																				✓	✓
Town/City																					✓

Appendix C – Street Types

This appendix lists acceptable Street Types with their abbreviations. If no abbreviation is specified the Street Type must be spelt in full as shown.

Street Type	Abbreviation	Street Type	Abbreviation
Access	Accs	Dune	Dune
Accessway	Accswy	Elm	Elm
Alley	Aly	End	End
Anchorage	Ancg	Entrance	Ent
Approach	App	Esplanade	Esp
Arcade	Arc	Estate	Est
Arch	Arch	Fairway	Fawy
Avenue	Ave	Fall	Fall
Bank	Bank	Fare	Fare
Bay	Bay	Farms	Frms
Beach	Bch	Fen	Fen
Belt	Belt	Fern	Fern
Bend	Bnd	Flat	Flt
Bluff	Blf	Flats	Flts
Boulevard	Bldv	Garden	Gdn
Brae	Brae	Gardens	Gdns
Briars	Briars	Gate	Gte
Bridge	Brg	Glade	Gld
Bypass	Byp	Glen	Gln
Centre	Ctr	Grange	Grg
Chase	Ch	Green	Grn
Circle	Cir	Grove	Grv
Circus	Crcs	Gully	Gly
Claim	CIm	Haven	Hvn
Close	Cl	Head	Head
Common	Cmn	Heights	Hts
Court	Crt	Highway	Hwy
Courts	Crts	Hill	HI
Cove	Cv	Island	Is
Creek	Crk	Junction	Jct
Crescent	Cres	Key	Key
Crest	Crst	Knob	Knob
Cul	Cul	Ladder	Ladr
Dale	Dle	Landing	Lndg
Dell	Del	Lane	Lane
Deviation	Dvn	Lea	Lea
Downs	Downs	Leader	Ledr
Drive	Dr	Leigh	Lgh

Continued on next page

Appendix C – Street Types, continued

Street Type	Abbreviation	Street Type	Abbreviation
Line	Line	Roads	Rds
Link	Link	Roadway	Rdwy
Lookout	Lkt	Route	Rte
Loop	Loop	Row	Row
Mall	Mall	Service Lane	Svln
Mead	Mead	Slope	Slp
Meadows	Mdws	Spa	Spa
Mews	Mews	Spur	Spur
Mile	Mile	Square	Sq
Motorway	Mwy	State Highway	SH
Motu	Motu	Steep	Steep
Mount	Mt	Steps	Stps
Neaves	Nvs	Straight	Stgt
Oaks	Oaks	Strand	Strd
Paddock	Padk	Street	St
Paku	Paku	Terrace	Tce
Parade	Pde	Towers	Twrs
Park	Pk	Track	Trk
Parkway	Pkwy	Trail	Trl
Pass	Pass	Tramway	Tmwy
Passage	Psge	Trees	Trs
Path	Pth	Vale	Vale
Place	Pl	Valley	Vly
Point	Pt	Venus	Vnus
Priors	Priors	View	Vw
Promenade	Prom	Views	Vws
Quadrant	Qdrt	Village	Vlg
Quay	Qy	Villas	Vlls
Reef	Reef	Vista	Vis
Reserve	Res	Vue	Vue
Rest	Rest	Walk	Wlk
Retreat	Rtr	Waters	Waters
Ridge	Rdge	Way	Way
Rise	Rise	Wharf	Whrf
Road	Rd	Wynd	Wynd

Appendix D – Consolidated Addresses

Introduction

In addition to the address formats outlined earlier in these standards it is also permitted to consolidate the Suburb line with the Town line.

The Suburb line may contain one of the following:

- Suburb (for urban addresses)
- Rural Delivery information (for rural addresses and rural Community Mail Boxes)
- Box Lobby (for PO Boxes and Private Bags)
- PostShop (for Counter Delivery)
- PostCentre (for Counter Delivery)

The Suburb, Town/City/Postcode elements should be separated by one or two spaces, not commas.

Examples of acceptable address formats

Outlined below are examples of the standard and consolidated address formats any of which are acceptable.

Urban address (Standard)

Mr H G Guy 79 Uxbridge Street Redwood Christchurch 8051	<input type="checkbox"/>
--	--------------------------

Urban address (Consolidated)

Mr H G Guy 79 Uxbridge Street Redwood Christchurch 8051	<input type="checkbox"/>
---	--------------------------

**Rural address
with no street
number**

(Standard)

Louise Barnes Dinsdale Drive RD 1 Martinborough 5781	<input type="checkbox"/>
---	--------------------------

**Rural address
with no street
number**

(Consolidated)

Louise Barnes Dinsdale Drive RD 1 Martinborough 5781	<input type="checkbox"/>
--	--------------------------

Service address

(Standard)

Mrs Prudence Walker Acme Company PO Box 17999 Greenlane Auckland 1546	<input type="checkbox"/>
---	--------------------------

Service address

(Unconsolidated)

Mrs Prudence Walker Acme Company PO Box 17999 Greenland Auckland 1546	<input type="checkbox"/>
--	--------------------------
