

A quick guide to addressing your letters and parcels

Getting mail to the right person, at the right place, at the right time...


It may sound simple, but the little address details can make a big difference!

By following these guidelines, your mail will have the best possible chance of getting to its destination. That's because, by using the correct address format, you're helping us to process and deliver your mail more accurately and more speedily.

The key is to use a postcode for every address that you use – whether it's a street address with suburb and town, Rural Delivery address, New Zealand Post PO Box or Private Bag. Not only do postcodes make sorting mail faster and easier, they also reduce the chances of mail going to the wrong address.

Street address

Street number + name
Suburb
Town/City + Postcode



AB Sample
224B Clarence Street
Vogeltown
Wellington 6023

Street – with unit, floor or building name


Option 1 (recommended)
Unit + Floor + Building name
Street number + name
Suburb
Town/City + Postcode



AB Sample
Unit 1B Level 7, West Building
123 Johnstone Street West
Point Chevalier
Auckland 1022

Option 2


Floor + Building name
Unit number + '/' + Street number + name
Suburb
Town/City + Postcode



AB Sample
Level 2 Colombo House
3A/1222 Colombo Street
St Albans
Christchurch 8014

Rural address

Street number + name
'RD' + Rural Delivery number
Maittown + Postcode



AB Sample
128 Valley Road North
RD 2
Middlemarch 9597

Rural address with unit or building name


Option 1 (recommended)
Unit + Building name
Street number + name
'RD' + Rural Delivery number
Maittown + Postcode



AB Sample
Unit 1, Meadowbank Station
56 Maple Boulevard
RD 2
Wanaka 9382

Option 2


Building name
Unit number + '/' + Street number + name
'RD' + Rural Delivery number
Maittown + Postcode



AB Sample
Totara Farm
2/12543 Farm Road
RD 1
Outram 9073

PO Box


'PO Box' + Box number
Box lobby
Town/City + Postcode



AB Sample
PO Box 17999
Greenlane
Auckland 1546

Private Bag

'Private Bag' + Bag number
Town/City + Postcode



AB Sample
Private Bag 93899
North Shore City 0753

Need more information?

If you'd like to find a postcode for an address, or would like more detailed information on addressing mail and using postcodes, visit www.nzpost.co.nz/addressing any time, 24 hours a day. Alternatively phone 0800 501 501 or ask at your local New Zealand Post retail outlet – we'll be happy to help.

Handy addressing hints

Street addresses

- Use the street number in preference to a building's name. However, if you only have a building name, put it by itself on the line immediately above the street name and put any unit or floor above the building name.
- Don't use corner addresses (eg. 'corner Main and High Streets') or street number ranges (eg. '4-12 Main Street').
- If the street number includes a letter, leave out the space (eg. '21A Main Street', not '21 A Main Street').
- Use the suburb if it is in common use. You can leave out a central city suburb (eg. 'Auckland Central').

Using abbreviations in your addresses

Wherever possible, spell in full each word of your address, including words like 'Street' and 'Road'. If that's not possible, here are abbreviations you can use. If a street type you want an abbreviation for isn't here, you can find others on www.nzpost.co.nz

Rural addresses

- Use 'RD' plus the RD number where the suburb would normally appear.
- 'RD' is space and punctuation free (eg. RD1 not R D 1 or R.D.1).
- Include the recipient's name and where a Street Number is available, use it.
- The mailtown on rural addresses does not relate to the physical location of the property, but rather where the rural delivery round for the address is based. eg. rural addresses in Piha are serviced from New Lynn, therefore the mailtown and postcode would be New Lynn 0772.

PO Box and Private Bag addresses

- If you're using a PO Box or Private Bag address, don't include a street address as well.
- PO Box and Private Bag numbers are space-free (eg. 'PO Box 23226', not 'PO Box 23 226').
- 'PO' is space-free (eg. 'PO Box 23226' not 'P O Box 23226').
- 'PO' is also punctuation-free – leave out the full stops.
- You can leave out the box lobby name if it is exactly the same as the town/city name.
- Private Bag addresses do not need a box lobby name.

Unit or floor type	Abbreviation
Apartment	Apt
Flat	Flat
Floor	Fl
Kiosk	Ksk
Level	L
Room	Rm
Shop	Shp
Suite	Ste
Unit	Unit
Villa	Vlla

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

Street/Suburb/ Town prefix	Abbreviation
Mount	Mt
Saint	St

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

Building name	Abbreviation
Building	Bldg
House	Hse

Street type	Abbreviation
Avenue	Ave
Close	Cl
Court	Crt
Crescent	Cres
Drive	Dr
Esplanade	Esp
Grove	Grv
Heights	Hts
Highway	Hwy
Hill	HI
Lane	Lane
Line	Line
Mall	Mall
Parade	Pde
Place	Pl
Quay	Qy
Rise	Rise
Road	Rd
Square	Sq
Street	St
Terrace	Tce
Way	Way

Contact us

For further information please visit www.nzpost.co.nz

Call our Customer Service Centre on **0800 501 501**

or ask at your local New Zealand Post retail outlet.