



## About this form

### Before arrival

This form, including supporting documentation, must be provided not less than 48 hours before the estimated time of arrival of the craft in New Zealand.

For New Zealand Customs Service purposes 'arrival in New Zealand' refers to 'New Zealand' as defined in the Customs and Excise Act 2018. For the majority of vessels this will mean arrival in New Zealand's territorial waters, which extend 12 nautical miles from the coast.

### On arrival

On arrival in New Zealand, the craft must proceed to a designated New Zealand Customs Service and Ministry for Primary Industries port, unless authorised by the Chief Executives of the New Zealand Customs Service and the Ministry for Primary Industries or compelled by navigation-related requirements or accident or stress of weather or other necessity, to arrive elsewhere.

A confirmation of health status 12 to 24 hours prior to arrival at a pilotage area must be provided to Health Protection Officers at the port of arrival. If the status of the information contained in this form (including supporting information) changes at any time, officials must be notified immediately.

### For your information

Penalties for knowingly giving false or misleading information, or failing to provide information required by law, include fines or imprisonment for up to one year.

Officers engaged in the clearance of arriving vessels will discontinue the process if they encounter crew behaviour that they deem inappropriate or a compromise to safety. Delays in the completion of clearance formalities will inevitably result.

## Completing this form

You can complete this form by saving a copy to your personal device. Information you have filled in can be saved as you go so you don't have to complete it in one session.

You can choose to print and complete this form by hand instead. Use a blue or black ink pen and write clearly.

## Before you start

We require the supporting documents listed below. Please note that we cannot accept links to drop-boxes or external drives, for example Google Drive.

### Supporting documents for all requests (to be attached, but not required for health officials)

- Current crew list (NZCS 355) – in XLS or CSV format
- Current passenger list (NZCS 342) – in XLS or CSV format
- Ports of Call list (for the previous two years or since your last visit to New Zealand)
- Biosecurity Pre-Arrival Report, Parts 1-3
- Biosecurity Pre-Arrival Report, Part 4 (if applicable)

## PART A Craft details

1. Craft name	<input type="text"/>
2. Voyage number	<input type="text"/>
3. IMO/Registration number	<input type="text"/>
4. MMSI Number	<input type="text"/>
5. Radio call sign	<input type="text"/>
6. Craft's email address	<input type="text"/>
7. Gross tonnage	<input type="text"/>
8. Craft type	<input type="text"/>
9. Length of craft	<input type="text"/>
10. Name of owner of craft	<input type="text"/>
11. Name of charterer or operator of craft	<input type="text"/>
12. Name of the person in charge of the craft (Captain, Master, or Skipper)	<input type="text"/>

13. Country and port of registration

14. Has this craft had a different name?

Yes

No

15. If "Yes", what was the previous name?

16. Is this craft towing another craft?

Yes

No

17. If 'Yes', what is the name of the craft being towed?

## **PART B Voyage details**

18. Estimated date and time of arrival in New Zealand territorial waters (dd/mm/yyyy – hh:mm)

19. First port of call in New Zealand

20. Estimated date and time of arrival in first port of call in New Zealand (dd/mm/yyyy – hh:mm)

21. Estimated date and time of departure from first port of call in New Zealand  
(dd/mm/yyyy – hh:mm)

22. Last overseas port prior to arrival in New Zealand (port and country)

23. Is that port an ISPS facility?

Yes

No

24. Date of departure from the last overseas port prior to arrival in New Zealand (dd/mm/yyyy)

25. Is this the craft's first time to New Zealand?

Yes

No

26. Next New Zealand ports of call. Provide ETA and ETD including the date.  
Continue on separate sheet if required.

Port	Estimated date and time of arrival	Estimated date and time of departure

27. Next overseas port and country for which the craft is destined:

### **PART C Crew and passengers**

**Crew**

28. Number of crew onboard

29. Will crew be leaving this craft in New Zealand?

Yes

No

Note: The person in charge of the craft must ensure any changes to crew movements are advised to Customs and MPI as soon as possible.

30. If 'Yes', list ports and number of crew, per port, that will be leaving this craft.

Continue on separate sheet if required.

Number of crew	Port where crew will be leaving this craft

31. Are any new crew joining this craft?

Yes

No

32. If 'Yes', list ports and number of crew per port that will be joining this craft.  
Continue on separate sheet if required.

Number of crew	Port where crew will be joining this craft

**Passengers**

33. Number of passengers

34. Will passengers be leaving this craft in New Zealand?

Yes

No

Note: The person in charge of the craft must ensure any changes to passenger movements are advised to Customs and MPI as soon as possible.

35. If 'Yes', list the ports and number of passengers/per port, that will be leaving this craft.  
Continue on separate sheet if required.

Number of passengers	Port where passengers will be leaving this craft

36. Last stowaway check (dd/mm/yyyy)

37. Stowaway check result

38. Any persons onboard recovered at sea?  
If 'Yes', attach details

Yes

No

## PART D Cargo

All craft carrying cargo must lodge inward cargo report(s) for:

- Commercial or non-commercial cargo being discharged in New Zealand
- Commercial cargo not intended to be discharged in New Zealand

'Cargo', includes all manifested cargo and cargo carried per favour by the ship's Master or owner or charterer.

39. Is this craft carrying any cargo?

Yes

No

40. If 'Yes' provide a general description of the cargo:

41. Are any goods on board recovered at sea?  
If 'Yes', attach details

Yes

No

42. Goods for landing (including per favour goods, goods for other persons) and goods for destruction  
If 'Yes', attach list

Yes

No

## PART E

### Health protection quarantine report

NOTE: This information is being collected on a voluntary basis. If the information is not provided below, it will nevertheless be required 24 hours prior to arrival as per regulation 10 of the Health (Quarantine) Regulations 1983.

43. Have there been any deaths (other than by accident) amongst the crew or passengers during the current voyage?

Yes / How many?

No

44. Cause(s) of death(s) (if known):

45. Is there currently, or has there been during the international voyage, any case of disease which you suspect to be of an infectious nature?

Yes / How many?

No

46. Cause(s) of disease (if known):

If required, view the [World Health Organisation, International Medical Guide for Ships](#).

**Ship sanitation/ ship sanitation exemption certificate**

47. Date of issue (dd/mm/yyyy)

48. Port of issue

**PART F Biosecurity Report**

49. Are there any live animals on board?

Yes

No

50. If 'Yes', list all dogs, cats, fish, birds or other animals carried as pets or cargo

51. Have there been any stowaway animals (such as birds, rodents, reptiles or insects), or signs of nests or infestations detected on board?

Yes

No

52. If 'Yes', provide details:

53. Have you carried livestock, live farmed fish, or bulk grain in the last three months?

Yes

No

54. If 'Yes', provide details:

Type of cargo	Loading/Discharge Port	Cleaning performed since the cargo was discharged

55. In the past year (or since the last visit to New Zealand) has your craft been to any ports in China (north of latitude of 31° 15' N), Japan, Republic of Korea, or Russian Far East (south of 60° north and west of 147° longitude - excluding ports on the Kamchatka Peninsula) between May and October?

Yes

No

56. Has your craft been inspected and certified free of Flighted Spongy Moth Complex by an agricultural authority or their agent in China, Japan, Republic of Korea or Russia?

Yes (supply certificate)

No

57. Have you any wood packaging or dunnage on board?

Yes

No

58. If 'Yes', is it ISPM 15 stamped?

Yes

No

59. Is there any recreational/sporting equipment on board intended for use ashore? (i.e., bicycles, scooters, golf clubs, kayaks, etc.)

Note: No goods may be landed without prior approval from a MPI Biosecurity officer.

Yes

No

**All craft must complete and send Biosecurity Pre-Arrival Report, Parts 1-3 (regardless of ballast water discharge intentions)**

60. Do you intend to discharge ballast water in New Zealand territorial waters?

Yes

No

If 'Yes', you must complete and send Biosecurity Pre-Arrival Report, Part 4.

**You must not discharge ballast water in New Zealand territorial waters until you receive notification from an MPI Biosecurity officer.**

## PART G Maritime Security report (if applicable)

This section only applies to vessels under the Maritime Security Act 2004.

61. Does the vessel have a current ISSC?

If 'Yes' - Number

No

62. Issuing authority

63. Expiry date (dd/mm/yyyy)

64. Security level at which the vessel is currently operating

### **Ship security officer**

65. Name

66. Position

### **Company security officer**

67. Name

68. Position

69. Email address

70. Phone number

71. Does the vessel have a current Continuous Synopsis Record (CSR)?

If 'Yes' - Number

No

72. Issuing authority

73. Date of issue (dd/mm/yyyy)

74. Location of the vessel at the time the report is made (paragraph B/4.39.2 of the ISPS Code):

75. Does the vessel have an approved ship security plan on board?  Yes  No

76. List the last 10 calls at port facilities at which the vessel conducted ship/port interface, together with the security level at which the ship operated at (SOLAS reg XI-2/9.2.1.3):

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Port, Country, Port facility and UNLOCODE	Security level
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

77. Did the vessel, during the period specified in question 76, take any special or additional security measures, beyond those specified in the approved ship security plan?

Yes

No

78. If 'Yes', for each occasion indicate the special or additional security measures which were taken by the ship (SOLAS Reg XI-2/9.2.1.4):

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Port, country, port facility and UNLOCODE	Special or additional security measures
1.				
2.				
3.				
4.				

79. Did the vessel, during the period specified in question 76, carry out any ship-to-ship activities?

Yes

No

If 'Yes', complete the following table:

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Location or latitude and longitude	Other Ship name and IMO number	Ship to Ship activity
1.					
2.					
3.					
4.					
5.					

80. Have the vessel's security procedures, specified in in the approved Ship Security plan, been maintained during each of the ship-to-ship activities specified in the previous question? (SOLS Reg XI-2/9.2.1.5)

Yes

Not applicable (there were no ship-to-ship activities)

No (see below)

81. If 'NO', identify the ship-to-ship activities for which the ship security procedures were not maintained and indicate, for each, the security measures which were applied in lieu

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Security measures applied	Ship to Ship activity
1.				
2.				
3.				
4.				
5.				

82. Are there any other security related matters you wish to report? If so, provide details:

**Latest port state control inspection**

83. Date (dd/mm/yyyy)

84. Country

85. Port

86. List any defects, deficiencies or Condition of Class

**PART H Agent's details**

87. Name

88. Company name

89. Phone number

90. Email address

91. Date (dd/mm/yyyy)

92. Craft's location at the time of ANA submission

**PART I Invoicing information**

This section tells us who is to be charged any Border Processing or Commercial Vessel Levies.

93. Invoice the Agent in section H above?

Yes

No, invoice company below

Company name:

## What happens next

This form, including attachments, must be provided by email to the New Zealand Customs Service at [api.custodian@customs.govt.nz](mailto:api.custodian@customs.govt.nz) who will provide the required copies to:

- (a) Maritime New Zealand, and
- (b) the Ministry for Primary Industries, and

NOTE – HEALTH DOCUMENTATION: By separate email, the person in charge of the craft (or agent) are to submit this Advanced Notice of Arrival (without the attachments), along with the Maritime Declaration of Health, No Change of Health Status and any other health related documents to the relevant **local Public Health Service** at the vessel's first port of arrival within the prescribed timeframes.

## How border agencies collect and use your information

The information collected in this form is used for border security, data matching, immigration, statistical, and certain other purposes authorised by law. This includes use for border management and border related risk management purposes under the Customs and Excise Act 2018.

Under the Privacy Act 2020 you have the right to request access and correction of any personal information you have provided or that is held border agencies. You may request access and correction through any office of the New Zealand Customs Service.

Relevant legislation includes (but is not limited to) the Customs and Excise Act 2018, Biosecurity Act 1993, Health Act 1956, Maritime Transport Act 1994, and Maritime Security Act 2004.