



Te Mana Arai o Aotearoa

## PROCEDURE STATEMENT

LICENSEE: **PORT OF TAURANGA LIMITED**

CONFIDENTIAL

TERMS, CONDITIONS OR RESTRICTIONS OF THE LICENCE GRANTED UNDER SECTION 12(2)(a) OF THE CUSTOMS AND EXCISE ACT 1996 (THE "ACT") TO PORT OF TAURANGA LIMITED FOR THE PURPOSE OF OPERATING A CUSTOMS CONTROLLED AREA UNDER SECTION 10(c, d & e) OF THE ACT.

J Hickey, Chief Customs Officer Tauranga  
for the Chief Executive  
New Zealand Customs Service

04/08/2017

Date

I, Leonard SAMPSON, Commercial Manager of Port of Tauranga Limited have read and understood the terms, conditions or restrictions subject to which the license to operate a Customs controlled area has been granted.

Commercial Manager  
Port of Tauranga Limited

04/08/2017

Date

## **INDEX**

### **Part one: Terms, conditions and restrictions under which the licence to operate a Customs controlled area is granted.**

Paragraph	Page Number(s)
1. <a href="#">Introduction</a> .....	3
2. <a href="#">Shipping Information</a> .....	3
3. <a href="#">Permits to unload goods</a> .....	3
4. <a href="#">Responsibility for cargo</a> .....	3
5. <a href="#">Other operators using the CCA</a> .....	3
6. <a href="#">Security in the CCA</a> .....	4
7. <a href="#">Persons authorised to enter the CCA</a> .....	4
8. <a href="#">Changes to the CCA</a> .....	5
9. <a href="#">Occupational health and safety</a> .....	5
10. <a href="#">Facilities</a> .....	5

### **Part two: Recording and accounting for goods**

Paragraph	Page Number(s)
1. <a href="#">Introduction</a> .....	6
2. <a href="#">Receipt of goods</a> .....	6
3. <a href="#">Register of imported goods</a> .....	6
4. <a href="#">Removal of goods</a> .....	7
5. <a href="#">Transshipment of goods</a> .....	8
6. <a href="#">Audit documentation</a> .....	8
7. <a href="#">Out-turn reports</a> .....	9
8. <a href="#">Unclaimed goods</a> .....	9
9. <a href="#">Goods for export</a> .....	9
10. <a href="#">Register of goods for export</a> .....	10
11. <a href="#">Ship's stores</a> .....	10
12. <a href="#">Audit Documentation</a> .....	11
13. <a href="#">Goods not Exported</a> .....	101

## **APPENDICES**

Appendix 1	Contact Details	12
Appendix 2	Site plan of licensed area	13
Appendix 3	Holders of "Exported Goods deemed for domestic market"	15
Appendix 4	Notes to Procedure Statement	17
Appendix 5	Legal Notes	18
Appendix 6	Holders of "permit to unload goods"	19

## **PART ONE:**

# **TERMS, CONDITIONS OR RESTRICTIONS UNDER WHICH THE LICENCE TO OPERATE A CUSTOMS CONTROLLED AREA IS GRANTED**

### **1. INTRODUCTION**

The terms, conditions or restrictions set out below, for the operation of the Customs controlled area ("CCA") relating to the movement of passengers, processing of craft, the loading or unloading of goods and holding goods subject to the control of the Customs, shall be adhered to at all times. Non-compliance with any of the terms, conditions or restrictions, under which the licence has been granted, constitutes a breach of the Customs and Excise Act 1996 (the "Act"). Penalties for any breach may result in prosecution and or revocation of the licence to operate as a CCA.

### **2. SHIPPING INFORMATION**

The licensee shall provide, by way of general information or specific advice to Customs, shipping schedules giving details of impending port arrivals or departures.

### **3. PERMITS TO UNLOAD GOODS**

The licensee shall ensure that all persons unloading goods from a craft (other than those directly employed by the licensee) hold a "permit to unload goods". A copy of such permit shall be lodged with and retained by the licensee, prior to the commencement of any unloading process. A schedule of current holders of a "permit to unload goods" is attached as Appendix 6 to this procedure statement.

### **4. RESPONSIBILITY FOR CARGO**

The licensee is responsible for:

(a) All imported goods brought into its CCA, from the time of importation until the time they are lawfully removed for home consumption, removed to another CCA or exported.

(NB: S154 of the Act requires the licensee to produce any goods to a Customs Officer that are shown to be recorded as being in the CCA)

(b) Goods for export from the time when they are brought to the CCA for export until their exportation to a point outside New Zealand.

(c) Goods that are under the control of the Customs and being transhipped to another CCA.

(d) Internationally transhipped goods that are unloaded into the CCA.

### **5. OTHER OPERATORS USING THE CCA**

Where activities are undertaken in the CCA by persons other than the licensee's employees the responsibility for ensuring the conditions set out in the procedure statement are adhered to lies solely with the licensee.



## **6. SECURITY IN THE CCA**

- (a) The licensee must ensure the CCA is secure. Appropriate signage must be displayed in prominent positions on the perimeter and at all entrance and exit points bordering the CCA. Signs are also to be displayed on the seaward end of each wharf.
- (b) The licensee will provide and maintain security sufficient to ensure that no persons, other than those authorised to do so, have access to enter the CCA.
- (c) The licensee will ensure that all persons i.e. employees, contractors, transport operators, lessees and other tenants using the appointed facilities and/or wharves are aware that they are operating in a CCA and that they must carry out their respective duties in compliance with the provisions of the Act and Customs and Excise Regulations 1996 (the "Regulations").
- (d) Parking is not permitted in the CCA with the exception of the licensee's vehicles and any motor vehicle that is being used by an authorised person described in paragraph 7 of the terms, conditions or restrictions of this procedure statement and having due cause to be in the CCA.
- (e) The licensee shall immediately report to the local Customs office, details of which are in appendix 1 to this document, any breach of the premises, interference of or theft of any goods and any consignments that are suspected to be damaged. Any goods suspected to be damaged should be held intact until examined and released by an officer of Customs. Any incidents described above that are detected outside normal office hours should be reported immediately to Customs either on after hours number **0800 428 786** or the Tauranga Customs On-call Marine phone **0292770635**.
- (f) The licensee will complete a Port Security Incident Report relating to any breach and a copy will be supplied immediately to the local Customs office, details of which are in appendix 1.
- (g) When wharves are used for the berthing of overseas passenger vessels the licensee is to ensure that suitable security fencing, either permanent or temporary, and suitable to prevent the intermingling of passengers and crew with non-passengers, is erected/installed in conjunction with the Port Security Plan and in consultation with Customs. Such fencing is to be maintained to the standard for which it is installed or provided.
- (h) The licensee may allow controlled public access to coastal vessels and designated wharves when goods subject to the control of the Customs are not being loaded, unloaded or stored.

## **7. PERSONS AUTHORISED TO ENTER THE CCA**

For the purposes of section 181 of the Act permission is given to the following persons to enter the CCA:

- (a) The licensee of the CCA;
- (b) An employee of the licensee of the CCA who is acting in the course of his or her employment;
- (c) Any person legally authorised, under any enactment, to enter the CCA.

- (d) Passengers disembarking from or embarking on a passenger vessel provided they are within an area so designated for the use of passengers and crew.
- (e) Crew assigned to a passenger vessel provided they are within an area so designated for the use of passengers and crew.
- (f) Crew assigned to any other overseas vessel provided they are going to and from their vessel only and not to any other part of the CCA.
- (g) Passengers disembarking from or embarking on any other overseas vessel capable of carrying passengers provided they are going to and from their vessel only and not to any other part of the CCA.
- (h) Persons who are approved or authorised by the licensee and who have legitimate cause for being in the CCA.
- (i) A security guard, as defined in section 4 of the Private Investigators and Security Guards Act 1974, employed by the licensee of the CCA to maintain the security of the CCA.
- (j) Members or employees of the following Services when required to attend an emergency at the CCA:
  - (i) New Zealand Police
  - (ii) New Zealand Fire Service
  - (iii) Ambulance Service
  - (iv) Any other emergency service

#### **8. CHANGES TO THE CCA:**

The licensee will advise the Service Delivery Section at the local Customs office, details of which are in appendix 1 to this document, if:

- (a) There is any change to the licensee's name;
- (b) There are any changes to key personnel;
- (c) The licensee ceases to own, operate in or occupy any of the licensed area;
- (d) Changes are made to the perimeter of the CCA as defined in appendix 2 to this document.

#### **9. OCCUPATIONAL HEALTH AND SAFETY:**

The licensee must be aware of and be fully compliant with their relevant health and safety responsibilities (including those under the Health and Safety at Work Act 2015) and will take all practicable steps to ensure that the safety of Customs officers working in the CCA is maintained.

Customs Officers will comply with any reasonable Health and Safety requirements of the licensee.

#### **10. FACILITIES**

In accordance with section 18 of the Act, or on request, the licensee will provide and maintain such equipment and facilities as the Chief Executive determines are reasonably necessary and suitable for carrying out the functions and responsibilities of Customs. Such facilities can include:

- (a) Facilities for the processing of passengers and crew;
- (b) Facilities for the searching of passengers' baggage and or crew baggage;
- (c) Facilities for the searching and interviewing of passengers and or crew.
- (d) Facilities for the examination of cargo.

## **PART TWO:**

### **RECORDING AND ACCOUNTING FOR GOODS**

#### **1. INTRODUCTION**

These procedures are to be brought to the attention of all Port of Tauranga Limited staff and the staff of security companies, shipping companies, tally companies, stevedoring companies handling cargo that is under the control of the Customs and any other organisation leasing wharf space.

All imported goods under control of the Customs and all goods for export that are brought into the CCA shall be accounted for in the following manner.

#### **2. RECEIPT OF GOODS**

- (a) When imported goods are received all consignments unloaded from a craft shall, where applicable, be devanned/ unpacked and reconciled against a shipping company inventory, for example a ship's manifest.
- (b) If any shipments are without "marks", the licensee is to contact the overseas forwarder immediately to identify the consignee.
- (c) Under no circumstances are goods subject to the control of the Customs to be left outside the CCA.

#### **3. REGISTER OF IMPORTED GOODS**

All goods subject to the control of the Customs and brought into the licensee's CCA must be accounted for to the satisfaction of the Chief Executive or delegated officer. The licensee shall ensure that it and any other organisation handling goods under Customs control keep a record of these goods. The record, (electronic or manual) shall be made as soon as practicable after receipt into the CCA and include the following details:

- Date of arrival into the CCA
- Importer, consignee's name, or shipping company
- Name of importing vessel, shipping company and/or agent
- Date of arrival of vessel
- Container number (where applicable)
- Number of pieces (where applicable)
- Name of location or other port CCA to which goods are transferred and receipt for goods into the other location or port CCA
- Evidence of valid clearance (delivery order, release note)
- Date and to whom the goods were released from the CCA

**Note:** When the licensee receives from another CCA imported goods that are under Customs control, the licensee will send to the CCA from where the goods originated, a receipt acknowledging the receipt of the goods into the licensee's CCA.

#### 4. REMOVAL OF GOODS

Goods can only be removed from the CCA pursuant to the paperless transshipment scheme, or upon receipt of:

- (a) A printed copy of a computer generated Delivery Order (including a photocopy or facsimile copy of the computer generated Delivery Order) provided the licensee is satisfied it is genuine and all details are legible; or
- (b) A valid Single or Continuing Permission Customs Permit (Form NZCS 201, 202, 203 or 216); *(NB: where a Continuing Permission Customs Permit is utilised a GM Form 02 Release Note is to be produced to, and retained by, the licensee); or*
- (c) A hand written Delivery Order which is numbered and contains a signature and Customs stamp along with clear, precise delivery instructions; or
- (d) A New Zealand Customs electronic Delivery Order message containing Customs delivery instructions, in any of the following formats:
  - i. An EDI CUSRES response message
  - ii. A Delivery Order image such as a PDF format
  - iii. An email attaching a Delivery Order image such as a PDF format, forwarded to the licensee by the importer, exporter or their agent, provided the licensee is satisfied it is genuine
  - iv. An email notification from the TSW system directly to the licensee's nominated email address
  - v. An email notification from the TSW system forwarded to the licensee by the importer, exporter or their agent provided the licensee is satisfied it is genuine
- (e) A waybill or consolidation manifest endorsed by a Customs Controlled Area for transfer to their premises, upon sighting of a copy of their Customs Permit (form NZCS 203) with the representative uplifting the goods signing as having received them; or
- (f) In the case of bulk oil an original authorization approved by Customs and endorsed with a Customs stamp for on-going removal of imported bulk oil products from a CCA; or
- (g) In respect of goods being transported within New Zealand (other than within the Bay of Plenty/ Waikato Customs Region - refer note 8 in Appendix 4), as set out in section 5 of this procedure statement.

##### **Note:**

The licensee shall not accept a Delivery Order on which the number of packages and or the total gross weight is altered. Other alterations on a delivery order may be accepted provided they are authorised by Customs and endorsed with a Customs stamp.

Goods are not to be delivered if any of the mandatory information contained in the clearance is not accurate in relation to the shipment e.g. incorrect Port of discharge, incorrect container number etc.

For every import declaration, TSW sends three delivery/ status notifications to the CCA stated as the Location of Goods on a lodgment – one from each of Customs, MPI Biosecurity and MPI Food. Each notification will contain delivery instructions and these must be complied with by the CCA. If the status changes from held to cleared, there will be further notifications.

Your CCA code should be provided on request to anyone who is submitting cargo clearances for import consignments held at your CCA, or export consignments you are consolidating.



## 5. TRANSHIPMENT OF GOODS

- (a) Paper transshipment – Delivery order required or
- (b) Goods transhipped for export will be cleared on an ECI (Electronic Cargo Information) – Delivery order required or
- (c) Exemption from entry  
In accordance with the provisions of section 47(1)(c) the licensee is permitted to remove from its CCA imported goods being transported from one port area to another port area within New Zealand without the making of an entry and without a delivery order, provided the following conditions are adhered to:
  - (i) The goods shall only be transported to another licensed CCA within New Zealand.
  - (ii) A register of all goods moved under this procedure is to be kept with the following detail:
    - (a) The name and place of the premises to which the goods are being transported.
    - (b) The date the goods were transported from the premises.
    - (c) The name of the carrier who is uplifting the goods to be transported.
    - (d) The date the transported goods were received into the receiving CCA. (The licensee must keep evidence of receipt of the transported goods by the destination CCA.)
    - (e) Consignment note, Bill of Lading, container number or air waybill number.
    - (f) Number and kinds of packages.
    - (g) Follow-up action taken, if (a)-(f) above not complied with.
  - (iii) Supply a hard copy of the Bill of Lading if requested by Customs.

### **Note:**

The licensee may be liable for customs charges payable on the goods until such time as it receives notification of the acceptance of the goods from the CCA to which the goods were being transhipped.

This exemption does not permit the movement of goods within the CCA's Customs Region.

Provided these conditions are met a transshipment entry need not be made.

## 6. AUDIT DOCUMENTATION

The licensee, stevedoring company, shipping company and/or other cargo custodian shall receive and retain for auditing by Customs the following documents:

- (a) Cargo manifests, (where applicable) in whatever form, showing the appropriate bill of lading (where applicable) or air waybill number.
- (b) Customs releases – Hard copies or electronic copies of authorisation to release or remove goods.
- (c) Register of goods.
- (d) Release Notes.
- (e) Receipt advice from receiving CCAs and other Ports.



## **7. OUT-TURN REPORTS**

An out-turn report for all goods devanned/ unpacked within the CCA shall be completed for each shipment as soon as possible after the goods have been tallied but no later than seven days after the receipt of the cargo into the CCA or devanning/unpacking.

## **8. UNCLAIMED GOODS:**

A monthly return, showing full details of all imported goods that remain in the CCA and are unclaimed 20 working days after importation, shall be forwarded to the Unclaimed Cargo Officer at the local Customs Office (refer appendix 1). Evidence of the attempts that the licensee made to contact the importer shall be enclosed with the return. The return is due within five (5) working days after the end of each month and will also identify any goods that remain in the CCA and unclaimed after 3 months. A NIL return is also required even if there are no unclaimed goods over 20 days. If entry of any goods is not made within the prescribed time OR the goods are not claimed within the prescribed time, duty on the goods becomes due and payable and the goods may be sold or otherwise disposed of by the Customs Chief Executive.

## **9 GOODS FOR EXPORT**

- (a) A properly authorised delivery order is required for all goods for export and shall be in one of the following forms:
  - A New Zealand Customs electronic Delivery Order message containing Customs delivery instructions, in any of the following formats:
    - (i) An EDI CUSRES response message
    - (ii) A Delivery Order image such as a PDF format
    - (iii) An email attaching a Delivery Order image such as a PDF format, forwarded to the licensee by the exporter or their agent, provided the licensee is satisfied it is genuine
    - (iv) An email notification from the TSW system directly to the licensee's nominated email address
    - (v) An email notification from the TSW system forwarded to the licensee by the, exporter or their agent provided the licensee is satisfied it is genuine
- (b) In the case of a clearance provided in any of the forms listed in points (i) - (v) above, goods shall not to be loaded if any of the mandatory information contained in the clearance is not accurate in relation to the shipment e.g. incorrect port of loading, incorrect container number etc.
- (c) Empty containers for export on craft require a Customs clearance.
- (d) For international transshipments that remain on the same bill of lading, the electronic Customs response message for the Inward Cargo Report lodged by a shipping company may be used as a Customs authority to load. Where another bill of lading is created or goods are repacked into a LCL (Less than Container Load)/FAK (Freight All Kind) container, an export ECI is required.
- (e) If goods received into the CCA for export are not loaded as per the Customs authority to load and no replacement loading instructions are received within twenty-four hours after the departure of the craft, the

licensee is to immediately advise the local Customs Office, (refer Appendix 1).

- (f) Any goods received into the CCA for export that are not loaded, in accordance with the Customs authority, shall not be removed from the CCA without prior permission from the local Customs Office, (refer Appendix 1 or 3).
- (g) Any goods received into the CCA for export and for which an entry for export has not yet been made shall not be removed from the CCA without prior permission from Customs. Permission can be obtained from the local Customs Office, (refer Appendix 1 or 3).
- (h) No goods loaded for export, shall without the permission of a Customs officer be landed except at a point outside New Zealand. Permission to land any goods can be obtained from the local Customs Office, (refer Appendix 1).

#### **10. REGISTER OF GOODS FOR EXPORT**

The licensee shall ensure that it and any other operator working within its CCA keeps a register or other record of the following details in relation to all goods brought to the CCA for export and that are subject to the control of the Customs. The details of the goods shall be recorded in a register as soon as practicable after receipt into the CCA. The register can be electronic or manual and shall record all the details appropriate to those goods. The details recorded shall include:

- Date of arrival into CCA
- Exporter/consignor's name/shipping company/freight forwarder
- Name of exporting vessel, shipping company and/or agent
- Date of departure of vessel
- Container number (where applicable)/seal number
- Number of pieces (where applicable)
- Evidence of export (Refer Section 9)
- Records/references to relevant permits to remove goods not exported
- Date and to whom the goods were released from the CCA if not exported

#### **11. SHIP'S STORES**

In respect of ship's stores for vessels departing for overseas the licensee shall:

- (a) Sight an export delivery order that relates to the stores being delivered prior to, or at the time, of the stores being brought into the port for loading, and
- (b) Retain such delivery orders for Customs audit purposes.

**12. AUDIT DOCUMENTATION**

The licensee, stevedoring company, shipping company and/or other cargo custodian shall receive and retain for auditing by Customs the following documents as applicable:

- a) Evidence of receipt of goods into store
- b) Customs Permit
- c) Consolidation Manifest
- d) Export entry number (delivery order)
- e) Customs authority to remove (where applicable)
- f) ECI number

**13. GOODS NOT EXPORTED**

A monthly return showing details of all goods that have been brought to the CCA for export and have not been exported after one month, shall be forwarded to the unclaimed cargo officer at the local Customs Office, (refer Appendix 1). The return shall be accompanied with evidence detailing attempts made by the licensee to contact the exporter of the goods. A NIL return is required even if the CCA does not contain any goods that have been held in excess of one month.



## **APPENDIX 1**

Name of Licensee: **PORT OF TAURANGA LIMITED**

Physical Address: Salisbury Ave  
Mount Maunganui

Postal Address: Private Bag 12504  
Tauranga Mail Centre  
Tauranga 3143

Telephone: (07) 572 8899

Facsimile: (07) 572 8800

Key Personnel: Leonard Sampson – Commercial Manager  
[leonards@port-tauranga.co.nz](mailto:leonards@port-tauranga.co.nz)  
021 281 237

Phil Julian – Manager, Operations  
Martyn McColgan – Manager, Container Terminal  
Mike Letica – Manager, Wharf Services/ Security

E- Mail: [marketing@port-tauranga.co.nz](mailto:marketing@port-tauranga.co.nz)

Website: [www.port-tauranga.co.nz](http://www.port-tauranga.co.nz)

Local Customs Office  
Supervising Customs Officer: Steve Wineti

Postal Address: PO Box 13204  
Tauranga Central  
Tauranga 3141

Harrington House Office Phone: (07) 9287680

On-call Marine Officer: 029 277 0635

Service Delivery: [licensingtga@customs.govt.nz](mailto:licensingtga@customs.govt.nz)

All other enquiries: 0800 428 786

The location and boundaries of the CCA are set out in the site plans attached as Appendix 2 to this Procedure Statement.

## APPENDIX 2

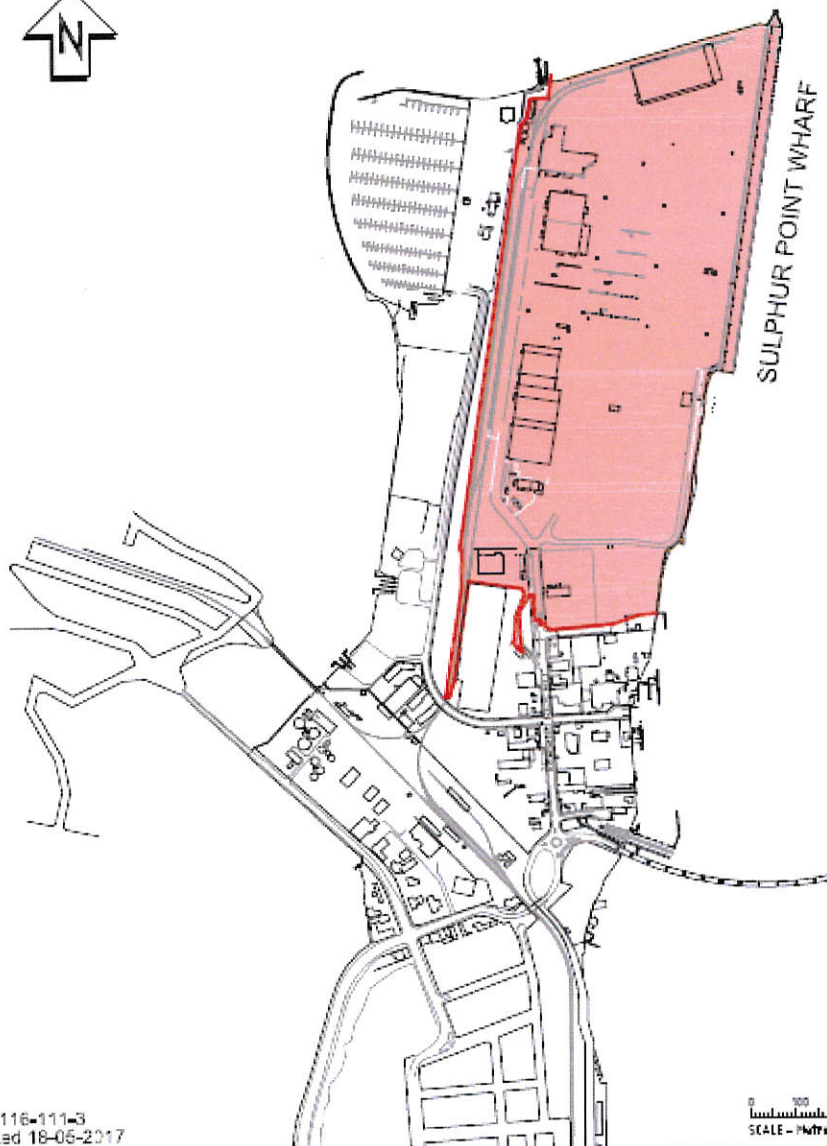


PORT OF  
TAURANGA

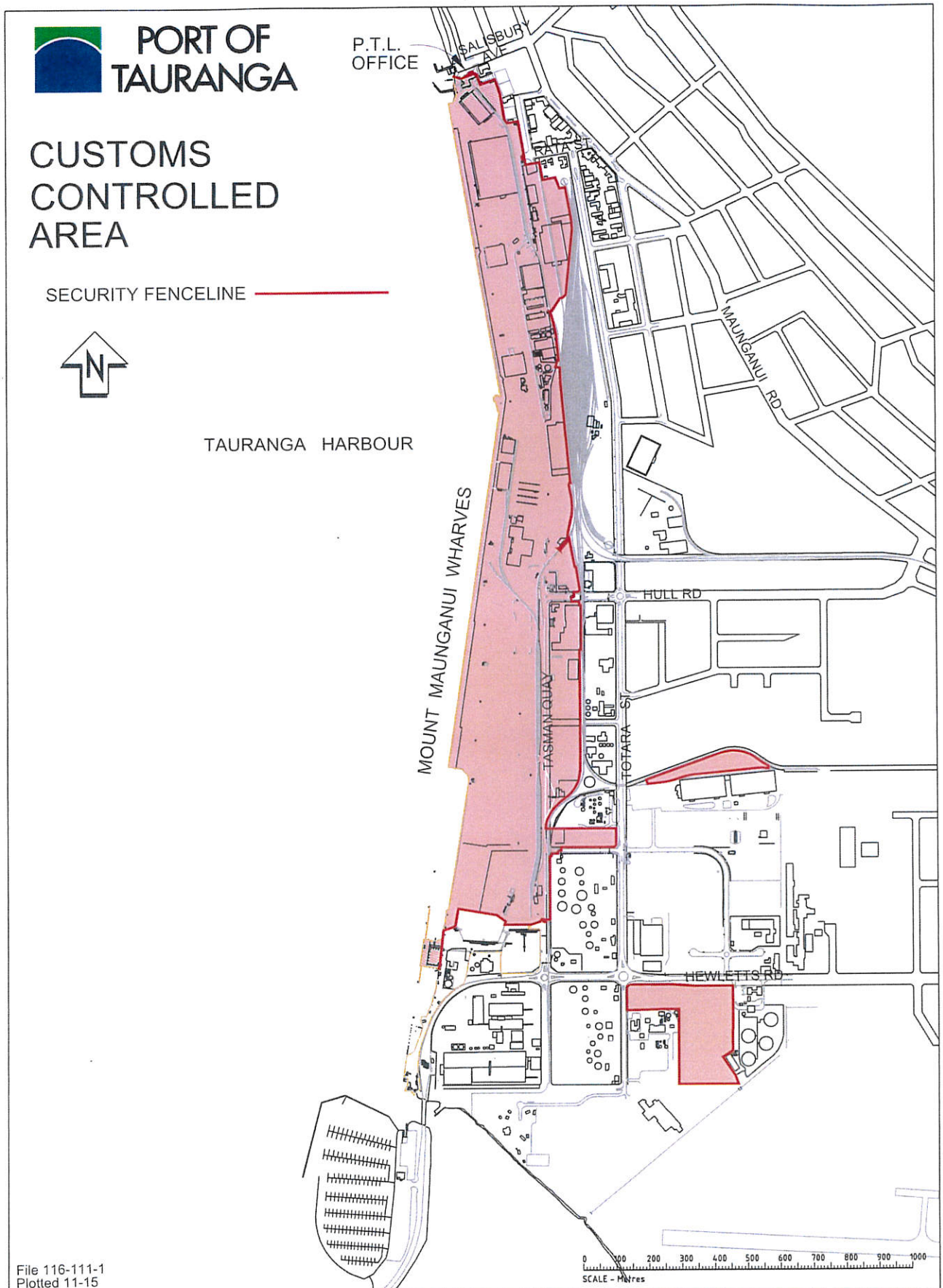
### CUSTOMS CONTROLLED AREA

SECURITY FENCELINE 

TAURANGA HARBOUR



## APPENDIX 2





## APPENDIX 3

### GOODS DEEMED FOR EXPORT LEAVING CCA PREMISES

1. Permit NZCS 216, issued to the below organisations to allow the movement of cargo deemed to be for export being released from the Port of Tauranga due to damaged, cargo being rejected, etc.
2. Quarterly reports dated 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December are to be completed and a nil return is required even if the listed Companies does not have any affected goods, this is to be emailed to;  
[licensingtga@customs.govt.nz](mailto:licensingtga@customs.govt.nz)

3. **MOUNT MAUNGANUI:**

- **FONTERRA**

PO Box 5173

Mount Maunganui 3160

Phone: 07 926 4006 or 027 474 0707

Email: [corey.rikihana@fonterra.com](mailto:corey.rikihana@fonterra.com)

- **C3 LIMITED**

Private Bag 12-501

Tauranga 3143

Phone: 07 5728972 or 027 445 5028

Email: [mike.max@c3.co.nz](mailto:mike.max@c3.co.nz)

- **ZESPRI**

PO Box 4043

Mount Maunganui 3149

Phone: 07 5727653 or 021 515 423

Email: [mike.knowles@zespri.com](mailto:mike.knowles@zespri.com)

- **ISO LIMITED**

PO Box 4169

Mount Maunganui 3149

Phone: 027 5747133

Email: [Lorenzo.vanderputten@iso.co.nz](mailto:Lorenzo.vanderputten@iso.co.nz)

## APPENDIX 3

### SULPHUR POINT:

- **FONTERRA**

PO Box 5173

Mount Maunganui 3160

Phone: 07 926 4006 or 027 474 0707

Email: [corey.rikihana@fonterra.com](mailto:corey.rikihana@fonterra.com)

- **C3 LIMITED**

Private Bag 12501,

Tauranga 3143

Phone: 07 5728972 or 027 4950507

Email: [dean.horsburgh@c3.co.nz](mailto:dean.horsburgh@c3.co.nz)

- **CSN TAURANGA**

PO Box 4506

Mount Maunganui 3149

Phone: 07 571 2651 or 021 800 590

Email: [Graeme.james@csn.co.nz](mailto:Graeme.james@csn.co.nz)

## APPENDIX 4

### NOTES TO BE READ IN CONJUNCTION WITH THE PROCEDURE STATEMENT IN THE NAME OF PORT OF TAURANGA LIMITED

1. Where reference is made in the procedure statement to a section of the Customs and Excise Act 1996 (the "Act") and/or the Customs and Excise Regulations 1996 (the "Regulations") the content of that section is correct at the time of signing the procedure statement but may change in the event of any changes to the legislation.
2. Amendments to the procedure statement shall be made only with the prior approval by the Chief Executive or delegated officer to approve or make such amendments. (Refer section 13 of the Act).
3. Imported goods are subject to the control of the Customs from the time of importation until the time the goods are removed from a CCA for home consumption or exportation. Goods removed from one CCA to another CCA are not removed for home consumption.
4. Goods for Export are subject to the control of the Customs from the time when the goods are brought to a CCA, a Customs-approved area for the storage of exports (CASE) or an area approved as an area under the Customs-approved secure exports scheme **and secured in a Customs - approved secure export package** until their exportation to a point outside New Zealand.
5. All documents relating to the importation, exportation or transportation of goods shall be filed in such manner that an audit trail is established and must be made available for inspection by Customs Officers.  
All records pertaining to the custody and delivery of goods from the control of the Customs shall be retained for a period of 7 years in accordance with Regulation 59(6) of the Customs and Excise Regulations 1996.
6. In the case of computerised records the CCA operator shall, when so requested by the Chief Executive, operate the computer so as to allow the Chief Executive to readily ascertain the information contained therein.
7. Goods that are still subject to the control of Customs should be able to be identified from goods not subject to the control of Customs and must not leave the POTL CCA without the required permits.
8. The list of licensed Customs controlled areas throughout New Zealand (listed by region) is available on the Customs Internet web site from the address:  
<http://www.customs.govt.nz/Search/Results.aspx?k=cca%20list>



## **APPENDIX 5**

### **LEGISLATION RELEVANT TO THE OPERATION OF A CUSTOMS CONTROLLED AREA**

1. There are numerous sections of the Act and Regulations that relate to the operation of a Customs controlled area ("CCA"). It is recommended that licensees familiarise themselves with the relevant Sections & Regulations:

#### Section

- 14 Revocation of licence
- 15 Surrender of licence
- 16 Closing of Customs controlled area
- 17 Liabilities not affected by ceasing to operate as a licensee
- 18 Customs facilities
- 19 Storage charges
- 20 Goods subject to control of Customs
- 43 Unloading goods
- 47 Removal of goods from Customs controlled area
- 48 Temporary removal of goods from Customs controlled area
- 51 Goods for export to be dealt with according to entry
- 52 Goods for export not to be landed
- 95 Keeping of business records
- 103 Liability for duty on goods wrongfully removed or missing
- 153 Accounting for goods
- 154 Production of goods

#### Regulation

- 59 Business records

2. The legislation also provides for penalties in respect of offences committed during the operation of a CCA. These sections are set out hereunder:

#### Section

- 181 Unauthorised presence in certain Customs controlled areas
- 187 Failure to produce or account for goods
- 189 Use of area without licence
- 190 Failure to comply with conditions of licence
- 200 Offences in relation to manufacture, movement, and storage of goods
- 201 Interference with goods
- 205 Offences in relation to records
- 209 Offences in relation to importation or exportation of prohibited goods

## APPENDIX 6

### HOLDERS OF A "PERMIT TO UNLOAD GOODS" AT THE PORT OF TAURANGA WHARVES CONTROLLED BY THE PORT OF TAURANGA LIMITED.

#### **C3 Limited**

Private Bag 12501  
Tauranga Mail Centre  
Tauranga 3143  
Phone: 07 572 8972  
Fax: 07 575 4697  
Email: [mountstevedoring@c3.co.nz](mailto:mountstevedoring@c3.co.nz)  
Website: [www.c3.co.nz](http://www.c3.co.nz)  
General Cargo phone: 0800 765 884, 07 572 8448, 07 572 8438

#### **ISO Limited**

PO Box 4169  
Mount Maunganui South  
Mount Maunganui 3149  
Phone: 07 577 7600  
Fax: 07 574 0610  
Email: [opsman@iso.co.nz](mailto:opsman@iso.co.nz)  
Website: [www.iso.co.nz](http://www.iso.co.nz)

#### **Independent Stevedoring Limited**

PO Box 14385  
Tauranga Mail Centre  
Tauranga 3143  
Phone: 07 547 4546  
Fax: 07 574 8387  
Email: [isl@independentstevedoring.co.nz](mailto:isl@independentstevedoring.co.nz)  
Website: [www.independentstevedoring.co.nz](http://www.independentstevedoring.co.nz)

#### **New Zealand Marshalling & Stevedoring Ltd**

PO Box 5323  
Mount Maunganui 3150  
Phone: 07 574 6931  
Fax: 07 575 9575  
Email: [operations@nzmstevedoring.co.nz](mailto:operations@nzmstevedoring.co.nz)  
Website: [www.nzmarshallingandstevedoring.co.nz](http://www.nzmarshallingandstevedoring.co.nz)