

**STYLE BOOK**

GOVERNMENT PRINTING OFFICE

248 p. 1981 third edition. \$12.50 plus \$1.60 p &amp; p

Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

**NEW ZEALAND OFFICIAL YEARBOOK**

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A pre-payment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

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STATE SERVICES COMMISSION

114p. 1974. \$4.95 plus 65c p &amp; p

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STATE SERVICES COMMISSION

13p. 1981. \$1.50 plus 50c p &amp; p

This book is a guide to your role in public relations and covers techniques that will help you establish good relations between your organisation and the public.

**THE NEW ZEALAND GAZETTE**

The *New Zealand Gazette* is published on Thursday afternoon of each week. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington, by noon on Tuesday. Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Wednesday.

Advertisements are charged at the rate of 20c per line.

All advertisements should be written or typed on one side of the paper, and signatures, etc., SHOULD BE WRITTEN IN A LEGIBLE HAND.

**CANCELLED NOTICES**

Advertisements cancelled after being accepted for printing in the *Gazette* will be subject to a charge of \$8.00 for setting up and deleting costs.

**CONTENTS**

|  | PAGE       |
|--|------------|
| ADVERTISEMENTS . . . . .                                       | 2006       |
| APPOINTMENTS . . . . .   | 1977       |
| BANKRUPTCY NOTICES . . . . .                                   | 2003       |
| DEFENCE NOTICES . . . . .                                      | 1976       |
| LAND TRANSFER ACT: NOTICES . . . . .                           | 2005       |
| MISCELLANEOUS—   |            |
| Animals Act: Notice . . . . .                                  | 1989       |
| Animals Remedies Act: Notice . . . . .                         | 1995       |
| Bylaws Act: Notice . . . . .                                   | 1987       |
| Commerce Act: Notice . . . . .                                 | 1991       |
| Corrigendum . . . . .  | 1975       |
| Customs Act: Notice . . . . .                                  | 1991       |
| Education Act: Notice . . . . .                                | 1987       |
| Heavy Motor Vehicle Regulations: Notices . . . . .             | 1989       |
| Indecent Publications Act: Notices . . . . .                   | 1992       |
| Maori Affairs Act: Notices . . . . .                           | 1987       |
| Marriage Act: Notices . . . . .                                | 1978       |
| Mining Act: Notice . . . . .                                   | 2002       |
| National Roads Board: Notices . . . . .                        | 1990       |
| N.Z. Railways Corporation Act: Notice . . . . .                | 1987       |
| Plant Varieties Act: Notice . . . . .                          | 1999       |
| Post Office Savings Bank Regulations: Notice . . . . .         | 1988       |
| Private Schools Conditional Integration Act: Notices . . . . . | 1988       |
| Public Works Act: Notices . . . . .                            | 1979       |
| Regulations Act: Notice . . . . .                              | 2001       |
| Reserves Act: Notices . . . . .                                | 1986       |
| Reserve Bank: Statement . . . . .                              | 2002       |
| Reserve Bank: Summary . . . . .                                | 2000       |
| Standards Act: Notices . . . . .                               | 1988       |
| Traffic Regulations: Notices . . . . .                         | 1989, 2001 |
| Transport Act: Notices . . . . .                               | 1991, 1993 |
| Urban Transport Act: Notice . . . . .                          | 1988       |
| Water Recreation Regulations: Notice . . . . .                 | 1988       |
| Wool Industry Act: Notices . . . . .                           | 2027       |
| PROCLAMATIONS, ORDERS IN COUNCIL, AND WARRANTS . . . . .       | 1975       |