

Where holiday periods are to be observed, special advice of earlier closing times will be given by notice in the *New Zealand Gazette* and by circular to Government departments.

#### WHERE NOTICES ARE TO BE SENT

Notices for publication in the *New Zealand Gazette* and related correspondence should be addressed to:

Gazette Office,  
Department of Internal Affairs,  
P.O. Box 805,  
Wellington.  
Telephone (04) 738-699.  
Facsimile (04) 711-914.

or lodged at the Gazette Office:

Room 611 (Sixth Floor),  
State Insurance Tower Block,  
Corner Waring Taylor Street and Lambton Quay,  
Wellington.

Notices for publication in the *Commercial Edition of the New Zealand Gazette* and related correspondence should either be addressed to:

Gazette Office,  
Department of Internal Affairs,  
P.O. Box 805,  
Wellington.  
Facsimile (04) 711-914.

or *New Zealand Gazette* (Commercial Edition),  
Care of Government Printing Office,  
Private Bag,  
Wellington.

#### PRESENTATION OF NOTICES FOR PUBLICATION

Notices being submitted for publication must be a reproduced copy of the original. Dates, proper names and signatures are to be shown clearly. A covering instruction or form NZG1 (obtainable from the Gazette Office, Department of Internal Affairs), setting out requirements must accompany all notices.

Copy will be returned unpublished if not submitted in accordance with these requirements.

#### PROOF READING OF NOTICES

It is the responsibility of the department or other agency supplying notices for publication to arrange to have proofs of their notices checked and where necessary altered or corrected, before publication.

The Gazette Office will provide a limited proof reading service on a user-pays basis for those departments and agencies who, through geographical location or other special reason, cannot provide an authorised person to carry out the required checking.

Departments wishing to utilise this service are asked to contact the Gazette Office for details.

The service is only available in relation to notices for publication in the *New Zealand Gazette*. This service is not available on notices for publication in the Commercial Edition, Customs Edition or for specialist supplements, e.g.: membership of professional bodies.

#### EXTRACTS

Contributors of material for publication in the *New Zealand Gazette* requiring extracts, must clearly indicate the number of extracts required and where they are to be sent.

Extracts of notices are not issued unless requested.

Departments will be charged one dollar for every copy. Where bulk numbers of extracts are being requested, the costing of these should be discussed with the Costing Section, Government Printing Office.

#### TYPES OF INFORMATION ACCEPTED FOR PUBLICATION

##### a. *The New Zealand Gazette* (Principal Edition)

This edition will feature notices under the following headings:

**Vice Regal:** Announcements from The Queen, the Governor-General, Government House, matters of a Royal and/or Vice Regal nature.

**Government Notices:** All material in this section will appear under the name of the department to which the material relates.

Departments will be listed according to alphabetical order.

Each notice or piece of information will make reference to the statute or regulation to which it relates.

Material and notices accepted for publication under this section will include proclamations, orders-in-council, warrants, appointments, resignations and revocations, other departmental notices.

All material in this section will be arranged in the same manner as for Government notices.

Material for publication in this section will be accepted from—corporations, commissions, statutory bodies, state owned enterprises and other agencies of the state.

#### Authorities and Agencies of State:

#### Land Notices:

Land notices with the exception of Land Transfer Act Notices will be contained together in the one section and will appear under the name of the Department and statute to which they are related.

Land Transfer Act notices will appear in the Commercial Edition to the *New Zealand Gazette*.

#### Parliamentary Summary:

This will provide a summary of Bills being introduced into the House of Representatives and a list of those Bills receiving the Royal Assent.

#### General Section:

This section is designed to provide information relating to the role that Government plays as patron of the arts, sport and science and also to publicise the availability of awards.

Notices being inserted by Local Authorities and notices in relation to private Acts of Parliament, will also be contained in this section.

##### b. *Commercial Edition of the New Zealand Gazette*

This edition will feature information under the following headings:

**Bankruptcy Notices:** Notices in relation to the bankruptcy of individual persons, given under the name of the Official Assignee.

**Company Notices:** Notices for publication in this section will appear under one of five subsections, they being:

Change of Company Name  
Dissolutions  
Liquidations and Receivership  
High Court Notices  
Other

The majority of notices appearing in this section will be in relation to the Companies Act 1955.

There will be some notices in the 'High Court' subsection which will be concerned with the Partnership Act 1908.

#### Land Transfer Act Notices:

Notices in relation to the transfer of land (other than Crown Land) and given under the name of a District Land Registrar.

#### Charitable Trust Act 1957 New Zealand Friendly Societies and Credit Unions Act 1982 Incorporated Societies Act 1908

Notices in relation to the provisions contained within these Acts.

**General Notices:** Other information of a business or commercial nature.

##### c. *Customs Edition of the New Zealand Gazette*

This edition is for the exclusive use of the Customs Department.