

# Notice of Appeal

## CUSTOMS APPEAL AUTHORITY



Regulation 81, Customs and Excise Regulations 1996

### When to use this form

Use this form to lodge an appeal against a decision of New Zealand Customs Service.

### What you need with your appeal

To complete your appeal, you need to send:

- A fully completed form
- The filing fee of \$410 (please read the payment information)

### Completing this form

- You can fill in this form electronically. If you do this, you must print, sign, and submit it to the Tribunal.
- You can also print and fill in this form by hand. Use a black or blue pen, and print clearly IN CAPITALS.
- Answer every question on the form unless the instructions tell you otherwise

### Payment information

The fee for filing an appeal is \$410.

To confirm how you pay the application fee, please visit the Ministry of Justice website:

[www.justice.govt.nz/tribunals/customs-appeal-authority/apply](http://www.justice.govt.nz/tribunals/customs-appeal-authority/apply)

If you need further assistance, then please contact the Tribunal on:

Ph: 04 462 6660

Fax: 04 462 6686

Email: [CAA@justice.govt.nz](mailto:CAA@justice.govt.nz)

**Application fees are non-refundable.**

### Important information

If you need assistance filling in the form, please use the appeal guide which can be found where you downloaded this form.

You only need to put the organisation name if you are bringing the appeal on behalf of the organisation.

For any further information please visit [justice.govt.nz/caa](http://justice.govt.nz/caa)

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## Step 1. Give us your details

Full name First \_\_\_\_\_ Middle \_\_\_\_\_ Surname \_\_\_\_\_

Organisation (If applicable) \_\_\_\_\_

**What is your residential address? (This must be a physical New Zealand address)**

Address No. \_\_\_\_\_ Street \_\_\_\_\_ Suburb \_\_\_\_\_  
City \_\_\_\_\_ Post code \_\_\_\_\_

**What is your postal address?**

Address No. \_\_\_\_\_ Street \_\_\_\_\_ Suburb \_\_\_\_\_  
City \_\_\_\_\_ Post code \_\_\_\_\_

Phone Day \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

**If you require an interpreter what language or dialect do you speak?**

Language \_\_\_\_\_

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## Step 2. Legal advisor or agent

If you do not have any representation, then proceed to Step 3.

**Note:** If you choose to be represented, all communications will be to your nominated person only.

**I authorise the following person to represent me:**

**What is the name of your legal advisor or agent? (If you have one)**

Full name First \_\_\_\_\_ Surname/Family name \_\_\_\_\_

**What is their postal address? (This must be a physical New Zealand address)**

Address No. \_\_\_\_\_ Street \_\_\_\_\_ Suburb \_\_\_\_\_  
City \_\_\_\_\_ Post code \_\_\_\_\_

Phone Day \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

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### Step 3. Decision appealed against

**What is the name of the person who made the decision you are appealing (if known)?**

Full name First Surname/Family name

**What is the entry number that relates to the goods in question?**

Number \_\_\_\_\_

**What is the date this decision?**

Decision date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (day/month/year)

**The decision of the Chief Executive stated that: (please outline the points relevant to this appeal)**

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If you need extra space, please attach a separate sheet to this application

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### Step 4. The facts of the case

Please outline the facts of the case to support your appeal. Ensure there is sufficient detail to fully inform the Authority and other parties:

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If you need extra space, please attach a separate sheet to this application

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### Step 5. Grounds of appeal

Please outline your grounds of appeal. Ensure there is sufficient detail for the Authority and other parties to understand your grounds:

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If you need extra space, please attach a separate sheet to this application

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## Step 6. Supporting documents

Do you have any supporting documentation to include in this application?

Yes     No

*If yes, please provide the name and brief description of each document. If no, please leave blank*

Document 1

Document 2

Document 3

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## Step 7. Sign and date


Signature


Date

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## Step 8. Do a quick check

You have answered every question

 You have attached a copy of the decision you are appealing

 You have attached the additional documentation you listed in Step 6

You have signed and dated this form, and

You have paid for the appeal

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## Step 9. Send in this form

You can fill in this form and post it to:

Customs Appeal Authority  
SX 11159  
Wellington  
New Zealand

Address: Level 1, 86 Customhouse Quay, Wellington 6011

Phone: 04 462 6660