

NOTICE OF SUBMISSION

Submission of publications by others

Classification Office

TE MANA WHAKAATU

To complete your submission you will need:

- A list of the publications you are submitting
- Your contact details
- Contact details for the owner
- Contact details for the owner's counsel
- Any important context about the publications

Applicant

Who are you submitting on behalf of?

Select:

The Chief Executive of the
New Zealand Customs Service
(section 13(1)(a))

The Commissioner of Police
(section 13(1)(ab))

The Secretary for Internal Affairs
(section 13(1)(b))

The Court (section 29(1))

Your contact details

Name:

Email:

Phone:

Address:

Our Act recognises the need for natural justice

During the submissions process, the Chief Censor must identify who should be given an opportunity to make a written submission about the classification of publications.

Contact us if you feel you cannot give us details for the owner.

Owner

About the owner

<i>Select:</i>	Owner contact details
The owner is identified	Name:
There is no known owner or investigation into an owner	Email:
The owner has name suppression	Phone:
The owner is a minor	Address:

Counsel for the owner

About counsel

<i>Select:</i>	Counsel contact details
The owner has counsel	Name:
The owner has no counsel	Email:
I don't know if the owner has counsel*	Phone:
	Address:

* *Provide counsel contact details as soon as they are known.*

Context for the publications

Give the publications context.

Attach something like a cover letter or Summary of Facts with your submission.

If submitting under section 29(1), attach a copy of the court order.

Additional information

Are there suppression orders for persons other than the owner?

Try to use roles instead of names. For example, owner's partner, complainant.

Are there court orders relating to the publications? Provide details.

Are there court fixtures/hearings where the decisions would be required? Provide details.

Have any persons in the material been identified as New Zealanders?

Have any persons in the material been identified as victims, either in New Zealand or in other territories?

Privacy statement

We only collect and use personal information to carry out our functions under the Classification Act. See our privacy and transparency statement for more detail: <https://www.classificationoffice.govt.nz/privacy-and-transparency/>

How to send publications

- Save material to an encrypted USB/hard-drive (use [Bitlocker](#) on a Windows device)
- Email the password separately from the submission form
- Send to: Registrar
Classification Office
Level 1,
88 The Terrace,
Wellington 6011
Phone: +64 4 471 6770
Email: submissions@classificationoffice.govt.nz

Complete a schedule of publication/s

We need a list of the publications to be classified. Use our [excel spreadsheet](#)
OR attach your own file using the following headers:

- **The title:** This is the minimum information we need to confirm we have received the publications you have sent.
- **Medium/format:** Is the publication an image, video, or text? What type of file is it?
- **Sound & language:** Does the publication have sound? What language is the dialogue?
- **Runtime:** If the publication is a video, what is the runtime?
- **Brief description of content:** Briefly describe the content of the publication.
If applicable, include the name of author/director/producer/publisher

Submission checklist

This completed notice of submission form

A schedule* setting out the details of each publication to be classified

**per below or attached separately*

Context for the publications

The publications on USB or hard-drive

Office use