

Authority to Leave Form

By completing this form you authorise New Zealand Post, Courier Post and Pace representatives and delivery agents ("Representatives") to sign for and leave items addressed to **all** people at the address below without obtaining a signature at the time of delivery.

Name: _____

Company (if applicable): _____

Delivery Address: Number/Street _____

Suburb/RD Number: _____

Town: _____

Postcode: _____

Contact phone number: _____

Email: _____

Location where items can be left: _____

Please note the above location to leave items must be somewhere that is weatherproof, out of view of the street and safe and easy for our Representatives to access and also not in a location where the item can be damaged.

I have provided the Representative with keys/swipe cards to the area indicated above.

☐ **Keys** ☐ **Swipe Card** ☐ **Both** ☐ **N/A**

By signing below:

- I confirm that I have authority on behalf of the company or the people at the above named address to give the acknowledgements in this form and sign this form;
- I confirm that the Representatives are authorised to sign for signature required items * addressed to people at the above named address and to leave items in the location specified above;
- I acknowledge that it is my responsibility to update or cancel this form if people at the above named address move;
- I acknowledge that New Zealand Post, Courier Post, Pace and their Representatives will not be liable in any way for any loss or damage to items left at the address in accordance with this authority;
- I acknowledge that the Representatives may at their sole discretion refuse to leave items at the specified location for any reason (including, for example, because the location does not meet the requirements set out in this form), and that New Zealand Post, Courier Post, Pace and their Representatives will not be liable in any way for refusing to leave items at the specified location. Items not left at the specified location will be treated in accordance with usual processes for such items where delivery to the specified address is not possible.
- I acknowledge that when I leave the above named address it is my responsibility to update or cancel this form and if I move and do not cancel the form it may continue to be applied until a new occupant overrides it with a new Authority To Leave at the same location;
- I acknowledge that it is my responsibility to notify all receivers at the above named address, that this authority has been put in place and if another receiver at the above named address queries this Authority To Leave, I agree to having my name disclosed to the receiver as being the person who authorised the Authority To Leave;
- I acknowledge that any existing Authority To Leave, at the above named address will be terminated and overridden by this new authority.

Signature: _____

Date: _____

Name/Position: _____

* This agreement does not apply to items sent from exempt customers as specified on the CourierPost website <https://www.courierpost.co.nz/authority-to-leave-exceptions/or/NZPostwebsitehttps://www.nzpost.co.nz/about-us/who-we-are/terms-conditions/one-time-authority-to-leave#exempt>

☐ **Cancellation of an existing Authority to Leave**

Please cancel this authority if you move from the above named address.

If this is a cancellation of an existing authority to leave, by signing below:

- I confirm that I have authority on behalf of the company or the people at the above named address to give the acknowledgements in this form and sign this form;
- I confirm that the existing authority to leave for the address above is cancelled from the date this form is received and processed.

Signature: _____

Date: _____

Name/Position: _____

Please return completed and signed Authority to leave form to:

- your local CourierPost / Rural Post Contractor; or
- your local CourierPost or Pace depot; or
- post to CourierPost Customer Care Centre, Private Bag 208 038 Highbrook, Auckland; or
- email to: contactus@courierpost.co.nz

We suggest you keep a copy of this form for your own records.

New Zealand Post, Courier Post and Pace are collecting your details for the purpose of administering this authorisation to leave. We may also use this information for the purposes of assessing existing and further delivery options. You may request to see the information we hold about you and to request correction of that information by calling our Customer Contact Centre on 0800 268 7437.

Note: We aim to process Authority to Leave Forms within five working days of receiving them.

You can now setup Authority to Leave for your residential address online. Visit nzpost.co.nz/parcelleave