



Guidance Notes

Candidates, political parties, and members of Parliament (MPs) can request a list of elector data (the list) from the Electoral Commission under section 114 of the Electoral Act 1993.

Candidates

Parliamentary constituency candidates and local body candidates can request the list for the electorate or area they are contesting.

A parliamentary or local body candidate is only able to request this information after being nominated to stand as a candidate. For local body candidates, the Commission will obtain confirmation of nomination from the relevant Council's electoral officer before the list can be released.

A list candidate for a general election can only make a request after the party list has been submitted to the Commission under section 127 of the Electoral Act.

Parties and MPs

Political parties and MPs can request elector data for the purposes of the party or MP.

Completing your application

- Please read the guidance notes and technical information before completing your application.
- Complete **all** parts of the form.
- The form should be completed and signed by the candidate, party secretary or MP, or a person authorised to apply on behalf of the candidate, party or MP.

Lodging an application

Completed applications can be lodged by:

Email to: data@elections.govt.nz

Post to: Electoral Commission

PO Box 3220

Wellington 6140

Timeframe

The Commission will endeavour to assess applications within 10 working days of receipt. However, it may take longer during busy election periods.

Cost for supply of the list of electors

There is a fee of **\$455.50** (incl GST) per extract for the supply of an electronic list. If an application is approved, applicants will be invoiced for this cost after the data is extracted. Payment is required within 21 days of invoicing.

Elector data supplied

The list provided in relation to electors includes:

- names
- residential addresses
- postal addresses
- electorate and local body areas

Your request can be for registered electors and/or people on the dormant rolls. Electors are put on the dormant rolls when their current whereabouts are not known. Address data for people on the dormant rolls will be where they were last enrolled.

You can request an extract for electors of Māori descent only. Please note it is not compulsory for people of Māori descent to provide this information to be registered on the general rolls.

Age group information is available for electors or a list of electors in a particular age group. Age group means electors whose birthdays fall within a five year period (being the first half or second half of a decade).

Supply of data

The data you have requested will be provided by access to a secure download service. Once your application has been approved and processed, you will be supplied a username and password for you to download the list from the Commission's secure file transfer site.

Please check with your IT Department to ensure you will be able to download the encrypted .zip file. The Commission uses 7-zip to encrypt and zip the files. If you have trouble opening the files, you can download it from www.7-zip.org. 7-zip is an open source utility which is free to download.

Further information

Any queries should be directed to:

Phone: (04) 495 0030, or

Email: data@elections.govt.nz

PART 1 - APPLICANT'S DETAILS

Please write clearly in blue or black ink.

Name:

Capacity in which your application is made

i.e. party secretary for [name] party, candidate for [area and election], or MP for [name of electorate]

Email:

Mobile number:

Invoicing address or email and purchase order number:

PART 2 - DATA REQUIRED

Electorates or Council areas required

☐

Tick here if you require data for all areas of New Zealand OR

List electorate(s) or Council area(s) required:

Elector type (tick as applicable)

☐

Registered electors

☐

People on dormant rolls

☐

Māori descent only

Age range

☐

All age ranges OR

Specify the start and end age groups (see the age group table on page 4, i.e. 'r' to 'w'):

From _____ to _____

File output (tick as applicable)

☐

Combined file (single output file) OR

☐

One file per electorate or area

☐

Data without diacritics

Extract date

Date of data extract. Parties wanting regular extracts should specify the frequency and period (i.e. monthly for 12 months from [date]).

PART 3 - DECLARATION

I, the undersigned:

- Confirm the elector data I am requesting is required for the purposes permitted by section 114 of the Electoral Act 1993 and will not be used for any other purpose other than that for which it is supplied.
- Will safeguard the elector data against loss, unauthorised access or other misuse.
- Will not retain the elector data for longer than is required for the stated purposes.
- Agree to pay all charges due in full within 21 days of the date of invoicing for the data supplied.

Signed:	
Date:	

GUIDANCE NOTES ON TECHNICAL REQUIREMENTS

The following data fields make up the extracts provided to candidates, parties and MPs.

Field no	Field name	Format	Max Length	Compulsory?
1	Person ID	A	10	Y
2	Electorate ID	A	2	Y
3	Person type ID (M = main, D = dormant)	A	1	Y
4	On Māori roll (Y= Māori roll, N = General)	A	1	Y
5	Surname	A	35	Y
6	Forenames	A	35	Y
7	Care of	A	35	N
8	Māori descent	A	1	Y if on Māori roll
9	Date of birth range	A	1	N
10	Date record last amended	Date	10	Y
11	Meshblock ID	N	8	Y
12	Local Council ID	N	2	N
13	Ward ID	N	2	N
14	Community Board ID	N	2	N
15	Regional Council ID	N	2	N
16	Regional Constituency ID	N	2	N
17	Subdivision ID	N	2	N
18	Rural box holder name	A	35	N
19	Dwelling name	A	35	N
20	Flat no	A	5	N
21	House no	N	5	N
22	House alpha	A	1	N
23	Street	A	35	Y
24	Suburb/Town	A	35	Y
25	City	A	35	N
26	Postcode	N	4	Y
27	RD address 1	A	35	N
28	RD address 2	A	35	N
29	RD town suburb	A	35	N
30	RD postcode	N	4	N
31	Postal address type ID	A	1	N
32	Postal address 1	A	35	N
33	Postal address 2	A	35	N
34	Postal address 3	A	35	N
35	Postal address 4	A	35	N
36	Postal town name	A	35	N
37	Postal postcode	N	4	N
38	Mailing name	A	35	Y
39	Mailing address 1	A	35	Y
40	Mailing address 2	A	35	Y
41	Mailing address 3	A	35	N
42	Mailing address 4	A	35	N
43	Mailing address 5	A	35	N
44	Mailing address 6	A	35	N
45	Sort surname	A	35	N

File format

Files are provided in a tilde-delimited, DOS text format, with each field separated by a tilde character (~). The fields are explained in the table on the previous page.

Compulsory data is either mandatory information provided by a person when registering as an elector or is a required location identifier for enrolment purposes.

Our systems support the collection and usage of diacritical characters like macrons/tohutō or accents in names and macrons on addresses and place names. We provide the data with diacritical characters unless you request the data is supplied without diacritic characters.

Explanation of fields

Person ID is the unique identifier for each person.

Meshblock ID is a 7 digit New Zealand meshblock number for residential addresses. First 5 digits are the core meshblock number, next 2 digits are either 00 or split indicator e.g. 01, 02, 03... up to 99. Where an elector cannot be allocated to a valid meshblock they are allocated to suspense meshblock 194.

Parliamentary and Local Authority ID is based on the elector's allocated meshblock.

Postal address types are:

B = Private bag

C = Counter delivery

F = Free text

N = NZ residential

O = Overseas

P = PO Box

R = Rural delivery

If the elector does not have a postal address this field will be blank.

Mailing name is the person's first names, middle names and surname.

Mailing address data should be used when writing to the person.

Age groups

A person is assigned a date of birth range letter value of a-v, based on the five year period in which they were born:

Letter	Year of birth	Letter	Year of birth	Letter	Year of birth
a	1890 to 1894	i	1930 to 1934	q	1970 to 1974
b	1895 to 1899	j	1935 to 1939	r	1975 to 1979
c	1900 to 1904	k	1940 to 1944	s	1980 to 1984
d	1905 to 1909	l	1945 to 1949	t	1985 to 1989
e	1910 to 1914	m	1950 to 1954	u	1990 to 1994
f	1915 to 1919	n	1955 to 1959	v	1995 to 1999
g	1920 to 1924	o	1960 to 1964	w	2000 to 2004
h	1925 to 1929	p	1965 to 1969	x	2005 to 2009