

17 July 2026

Spencer Jones
fyi-request-34958-58e43cc9@requests.fyi.org.nz

Tēnā koe Spencer

Request for information

Thank you for your Official Information Act 1982 (OIA) request of 24 June 2026. You asked for information regarding trespass complaints.

My response to each part of your request can be found below.

Please note that trespass notices are typically issued by the individual or organisation that is the occupier of the property in question, either formally (written) or verbally. In some circumstances, Police may become involved in issuing a trespass notice, for example, if the occupiers fear the person(s) on whom they wish to serve notice, or where there are large crowds. However, Police can only report on the trespass notices that Police have been made aware of and where the individual that has been trespassed is identifiable by the occupier. Further information can be found on the Police public website here: <https://www.police.govt.nz/advice-services/personal-and-community-safety/trespass-notices>

1. *Policies, procedures, operational instructions, practice notes, guidance documents, manuals, aide memoires, training material, or operational guidance relating to: • enforcement of the Trespass Act 1980; • investigation of alleged breaches of trespass notices; • evidential requirements before enforcement action is taken; • prosecution decision-making relating to trespass matters; • complaints involving schools, educational facilities, or public institutions.*

The Trespass Police guidance is publicly available here:

<https://www.police.govt.nz/about-us/publication/trespass-police-manual-chapter>

2. *Any guidance provided to Police staff regarding: • assessing the validity or apparent validity of a trespass notice; • assessing witness evidence in trespass complaints; • evidential thresholds for prosecution or enforcement action; • circumstances where no further action is taken; • the role of complainants in providing evidence; • documentary evidence required before enforcement action is considered.*

Guidance on how to serve trespass notices either written or verbally is publicly available on Police's website provided above. This includes a template available for downloading and completing if you choose to serve a written trespass, clear instructions on how to serve the trespass notice, and how to notify Police, including a form you can fill out online or visiting your local station. This form can be found here:

<https://webforms.police.govt.nz/en/form/trespass-notice>

The guidance also provides advice on what to do if a trespasser takes too long to leave or comes back, or if a trespasser is invited back to your property or premises.

3. *Any templates, checklists, standard operating procedures, or investigative frameworks used when assessing alleged breaches of trespass notices.*

I refer you to my prior responses above.

4. *Any guidance regarding: • situations where the person trespassed is the parent or caregiver of a child enrolled at a school; • disputes involving ongoing parent-school relationships; • consideration of alternative dispute resolution or de-escalation approaches.*

There is no specific guidance for trespass notices regarding schools and educational facilities. Schools and educational facilities can serve their own trespass notices where they deem it necessary. The Trespass Act 1980 allows for the Principal or Board of Trustees to issue a notice verbally or in writing. Therefore, this part of your request has been refused under section 18(e) of the OIA, as this information does not exist.

5. *Any national guidance, discussion papers, reviews, or reports produced since 1 January 2015 concerning: • Police enforcement of school-related trespass notices; • complaints involving parents of enrolled students; • issues, risks, or challenges arising from enforcement of trespass notices in educational settings.*

There has been no national guidance, discussion papers, reviews, or reports produced since 1 January 2015 concerning Police enforcement of school-related trespass notices, complaints involving parents of enrolled students, issues, risks, or challenges arising from enforcement of trespass notices in educational settings. Therefore, this part of your request has been refused under section 18(e) of the OIA, as this information does not exist.

6. *If held, please provide any national-level statistical information since 1 January 2015 relating to: • reported breaches of school-issued trespass notices; • prosecutions commenced for alleged breaches of school-issued trespass notices; • outcomes of those prosecutions.*

Police do not hold any retrievable data that specifies who the trespass notice is issued by. Therefore, Police are unable to 'count' whether a notice was issued by a school, unless this was manually completed. As agencies are not required to create new information in order to respond to an OIA request, this part of your request is refused under section 18(f) of the OIA as the information cannot be made available without substantial collation or research. Given the amount of information that would have to be reviewed I do not consider that imposing a charge or extending the time would enable the request to be granted.

Please note that as part of its commitment to openness and transparency, Police proactively releases some information and documents that may be of interest to the public. An anonymised version of this response may be publicly released on the New Zealand Police website.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

Kirsten L Evans

Inspector Kirsten Evans
Acting Director: Prevention
New Zealand Police