



Registration checklist (drinking water supply)

We have prepared this checklist of information required to register your drinking water supply with the Water Services Authority – Taumata Arowai using our online portal Hinekōrako.

This checklist details the information you will need to gather, or have considered, before you can complete your registration.

Before you begin, you will need to have some information to hand.

Other details may need to be obtained from other resources you have available.

We recommend gathering all the information together before you log in. Hinekōrako will time out after 1 hour of inactivity and a new window will show a message advising you to log in again. Once you have logged in again, you can proceed.

This document is intended to be used alongside the [registration guidance](#) on our website, the [Register a new supply](#) Hinekōrako guide, and the [supply data](#) reference guide.

New suppliers

If you are a new supplier, before you start to provide drinking water, you must complete an application to register and receive a portal login code before proceeding. If you have not completed an application, you can find it [here](#).

Please refer to the [registration guidance](#) on our website for information on other things you will need to do before you start to provide drinking water.

You will be advised once the application form has been processed and is ready for you to complete the registration process in the portal.

If you are unsure what type of drinking water supply you provide, you can follow the decision tool to find out [here](#).

Existing suppliers

If you are an existing supplier, you can use the Register New Supply button under 'In Progress Supply Registrations' in the portal and complete the information below.

Registration information

You will need the following information to complete the registration in the Hinekōrako portal. Full details on how to complete this information, including additional information required, such as the supply name, is in the [Register a new supply](#) Hinekōrako guide and the [supply data](#) reference guide.

Supply details

- Supply type
- Supply category
- Territorial Authority
- Regional Public Health Unit



- Population supplied
- Hapori type, if applicable

Supply components

Depending on your supply type, you may not need all of the information listed below. Check the [supply data](#) reference guide to determine what information you need for your type of supply.

- Source
 - Source water type
 - Bore depth (metres), if applicable
 - Surrounding catchment
 - Source water risk assessment date
 - Protozoa log requirement (0-4)
 - Cyanobacteria risk assessment (low, medium, high)
 - Last source water risk assessment date, if applicable
 - Geolocation
- Water treatment plant
 - Geolocation
 - Treatment processes
- Distribution zone
 - Population size
 - Distribution zone barriers.

If you have multiple treatment plants and/or multiple distribution zones, additional sections will appear for you to specify the plant source and plant zone relationships. You will need to manually link the treatment plants to the source and distribution zones. Refer to the [supply data](#) reference guide for further details.

Supply relationships

Before completing the registration, you will need to determine who fills the four roles listed below. Unless the supply is privately owned by an individual, the supply owner should be the organisation (e.g. a company, trust, council etc). There will be an option to select a contact person for the organisation when completing the supply relationships.

- Supply owner
- Supply operator
- Overall supply contact
- Registration contact.

You will need the contact and address details for organisations and individuals as well as the business type if there is an organisation.

Other supply relationships may be set up if needed. Refer to the [registration guidance](#) for further details.



Final details

Before supplying drinking water, you will need to have a drinking water safety plan (DWSP) (including a Source Water Risk Management Plan) prepared or, depending on your supply details, you may be able to use a readymade option called an Acceptable Solution. If you choose the Acceptable Solution, you will not need to prepare a DWSP.

Refer to the [registration guidance](#) for your type of supply for further details.

To complete this section, you will need one or other of the below:

- a DWSP and supporting documentation, if required
- know which Acceptable Solution you will be using.

This section also includes an option to submit a request for information to be withheld from the public register.

For more information about the public register, including what information is published and reasons for withholding information, please refer to the [guidance for requests to withhold information from the public register](#).