

## Supply Data for Water Carrier Service

This quick reference guide explains the data recorded about water carriers in Hinekōrako, the Taumata Arowai regulatory and intelligence system.

**Note:** This guide will be referenced by separate guides on how to:

- Confirm a migrated supply.
- Register a new supply.
- Edit a supply.

This guide covers data held for water carriers. There are separate guides on the data recorded for:

- planned event temporary supplies and
- permanent fixed supplies.

### Overview

Water Carrier Services source water from other supplies. These other supplies may be your own water supply or water supplies managed by other individuals or organisations such as a council supply. If you get water for your Water Carrier Service from your own water supply and that supply is only used for your Water Carrier Service (and not also as a general supply of drinking water to properties) then that supply will be registered as a Water Carrier Supply.

It is important that the supplies you source water from for your Water Carrier Service are registered with Taumata Arowai so you can identify them as the source of water for your *Service*.

Data held about Water Carrier Services can be divided into the following sections of the registration form, each of which is on a separate screen:

Section	Explanation
<b>Supply Details</b>	The overarching details of the Water Carrier Service, e.g. its name, the region where the Water Carrier Service is primarily based.
<b>Supply Components</b>	Details of the supplies that provide the water for the water carrier services.
<b>Supply Relationships</b>	The responsibilities and statuses of the various people and organisations in relation to the water carrier service are captured on the registration record as <i>Supply Relationships</i> . When creating a record of a <i>Supply Relationship</i> you will add a person as a contact or add an organisation, if you have not already done so for a previous <i>Relationship</i> record, and then indicate the nature of the relationship with the supply including, for example, whether the person or organisation is an <i>Owner</i> , <i>Operator</i> or <i>Agent</i> and whether the person is the <i>Overall Supply Contact</i> and/or <i>Registration Contact</i> .
<b>Final Information</b>	Any documents that have been uploaded in relationship to the supply, e.g. if your owner/operator structure is complex, a document explaining it. Also, whether suppression of details from the public register has been requested.

The following sections explain the data able to be recorded on each of the above screens, including the allowable values for each piece of data and any other requirements. *Mandatory field* means you must provide data in that field on the screen. *Mandatory fields* are indicated by a red asterisk:

**Name \***

There are different types of fields that provide different ways of recording data. See **Appendix A** at the end of this document for a full list.

**Note:** If you attempt to move on from any screen and have not provided all the mandatory data, or there is some problem with the data you have provided, one or more error messages will be displayed indicating where the problem is with that particular field. Click on the *error message link* to go to that field.

### Edit a Supply

❗ The form could not be submitted for the following reasons:

- Population Supplied is a required field.

**Supply ID**  
ER001

**Supply Name \***  
Erewhon

**Supply Type \***  
On-demand supply

**Ownership Type \***  
Territorial Authority

**Population Supplied \***

## Edit Supply - Supply Details

**Supply ID**  
MAS006

**Supply Name \***  
Mason Contractors Ltd

**Supply Type \***  
Water carrier service

**Hāpori Type \***  
Iwi × Hapū ×

**Hāpori Type Other Please Describe**

**Region \***  
Consumers searching the Public Register for your supply can use this Region field to narrow down their search results. The Region you select also advises Taumata Arowai which Regional Council is responsible for the fresh water in your location.  
Auckland

**Territorial Authority \***  
Select the most relevant territorial authority that is responsible for fresh water in your area.  
Auckland Council

**Public Health Unit \***  
Select the most relevant Public Health Unit (part of District Health Boards) that is responsible for public health services where you provide water to.  
Auckland Regional Public Health Service

The *Supply Details* section of the registration form records the following data:

Field	Explanation
<b>Supply Id</b>	<p>This is the unique identifier of the supply. Where the supply has been transferred from the Ministry of Health’s Register of Drinking Water Suppliers the <i>Supply ID</i> will be from that register.</p> <p>All future Water Carrier Service supplies will have IDs generated using the same convention as all other supply types: by taking the first three characters of the <i>Supply Name</i> and then appending the next three digit number which is available for that prefix.</p> <p>For example, if the Supply is named Erewhon the prefix will be ERE. If there is already an ERE001 but not an ERE002, the latter will be the Supply ID.</p>
<b>Supply Name</b> <i>Mandatory field</i>	Describes the name of the water carrier service. This field also allows you to change the name of your water carrier service.
<b>Supply Type</b> <i>Mandatory field</i>	<p>Choose Water Carrier Service from the following list:</p> <ul style="list-style-type: none"> <li>• Water carrier service</li> </ul>
<b>Hāpori Type</b> <i>Mandatory field</i>	<p>This field provides Māori suppliers to correctly categorise themselves to: Iwi; Hapū; Marae; Papakāinga; Kōhanga Reo; Kura Kaupapa; Māori Community; Other; N/A</p> <p>This is a multi-select field</p> <p>Where ‘Other’ is chosen there is an additional free text field provided for further explanation</p> <p>For suppliers where Hāpori is not relevant, N/A should be selected</p>
<b>Region</b> <i>Mandatory field</i>	Select the region that you primarily service. Taumata Arowai will also use this information to determine the Regional Council for the community your supply serves.
<b>Territorial Authority</b> <i>Mandatory field</i>	Select the Territorial Authority you service. If there is more than one, select the Territorial Authority you primarily service. The list of Territorial Authorities is filtered to those that operate within the Region you have selected. <b>Guidance on determining your local authority</b> is available on the <a href="#">Taumata Arowai website</a> .
<b>Public Health Unit</b> <i>Mandatory field</i>	Select the Public Health Unit that looks after the communities you serve. If there is more than one, select the Public Health Unit that looks after the largest part of the communities served. <b>Guidance on determining your Public Health Unit</b> is available on the <a href="#">Taumata Arowai website</a> .

## Supply Components

In this section you can provide details of one or more *Supplies* you source your water from.

You must select at least one *supply* as your source to progress from this page.

This screen lists the components of your supply. You can create new components, update existing components or remove components that are no longer part of your supply.

If your supply was migrated from the Ministry of Health you will need to review and confirm the details of each component.

### Supply Components

Supply ID: BIG001      Supply Name: Big Blue Water Carrier Service

#### Sources

My Active Sources Create

Supply ID	Supply Name	Supply Type	Supply not found on Register	Origin
BEE001	Beechtree Water Supply	On-demand supply		Portal

Description of Supplies not Found

Previous Next

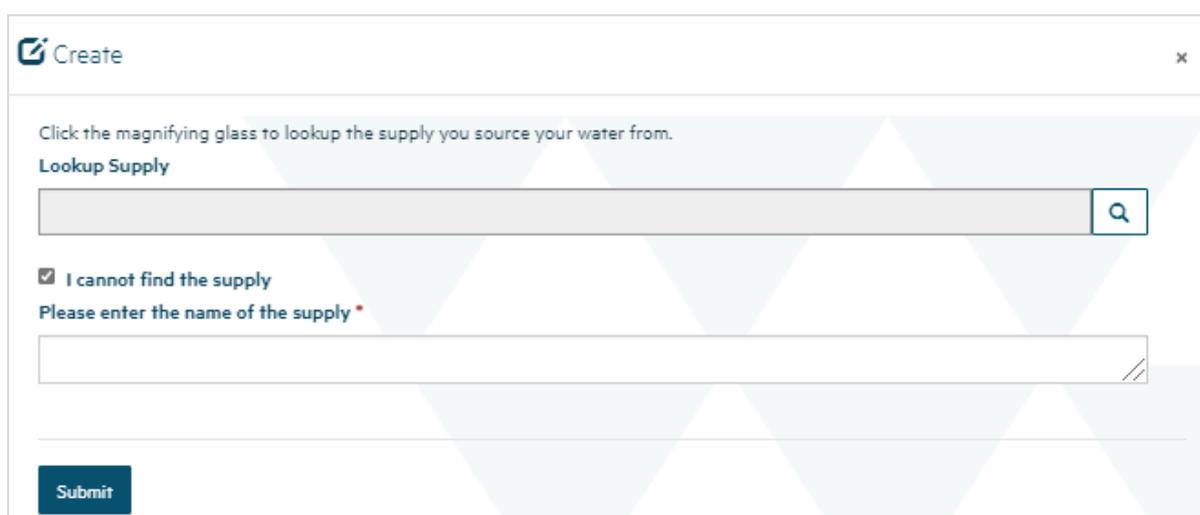
Field	Explanation
<b>Description of Supplies not found</b> <i>Optional</i>	You can enter further information here about supplies that you could not find when you were creating your Source(s). For example, a detailed description of the supply you couldn't find where you were unsure of the name or didn't know the <i>Supply Code</i> from the Ministry of Health public register.

## Sources - Adding a Supply as a Source

When you add a *Supply* as a *Source* by clicking on the *Create* button you are able to lookup supplies that are registered with Taumata Arowai to select the *Supply*.

Field	Explanation
<b>Lookup Supply</b> <i>Conditional</i>	<p>When you choose to create a new <i>Source</i> for a water carrier service, you can look up the supply from the public register of supplies by searching for the <i>Supply ID</i> or for text in the <i>Supply Name</i>.</p> <p>The public register of supplies is only populated as supplies migrated from the Ministry of Health public register are confirmed by their suppliers or new supplies are registered. It is possible therefore that you cannot find the supply you are looking for.</p> <p>Click on the <i>magnifying glass</i> icon to be returned a list of the supplies that you can select as a source.</p> <p>You must either select a supply using this lookup or, if you cannot find the supply, you must select the next field – “I cannot find the supply”.</p>

Field	Explanation
<b>I cannot find the supply</b> <i>Conditional</i>	If you cannot find the supply it has either not yet been transferred to the Hinekōrako public register or it's because you are not using a registered supply as your source. If this is the case you can click on the ' <i>I cannot find the supply checkbox</i> '.
<b>Name of the supply</b> <i>Mandatory if previous field selected</i>	<p>If you have indicated that you cannot find the supply this field appears and must be completed. Enter the name of the supply you are using and, if you know it, the <i>Supply Code</i> from the Ministry of Health public register.</p> <p>If you are unsure of the name of the supply or you need to provide a more detailed description, enter what you can here. Additional detailed information can be entered on the <i>Supply Components</i> page in the <i>Description of Supplies Not found</i> field.</p>



The list of supplies that have been registered with Taumata Arowai will be displayed for you to select as your source.

Field	Explanation
<b>Search</b>	<p>You can search for the supply that you use as your source by entering in the first characters of the supply name and then clicking the magnifying glass. If you are unsure of the correct name of the supply, enter an asterisk before the part of the supply name that you are sure of and then click the <i>magnifying glass</i>. This will return a list of supplies that match your search criteria.</p> <p>You can also page through the registered supplies to find the supply you are looking for. The supplies are listed in <i>Supply Name</i> order. You can click on the heading of <i>Supply ID</i>, <i>Supply Name</i> or <i>Supply Type</i> to sort the list of supplies in a different order.</p> <p>If you cannot find the supply using the <i>Search</i>, click on the <i>Cancel</i> button to return to the <i>Lookup Supply</i> page.</p>
<b>Checkbox</b>	Once you locate the supply that you source water from for your water carrier service, click in the <i>checkbox</i> and click on <i>Select</i> . This will select the supply and return you to the <i>Lookup Supply</i> page.
<b>Supply Id</b> <i>Read-only</i>	The <i>Supply ID</i> for supplies that have been registered with Taumata Arowai.

Field	Explanation
<b>Supply Name</b> <i>Read-only</i>	The name of supplies that have been registered with Taumata Arowai.
<b>Supply Type</b> <i>Read-only</i>	Supply type is displayed to assist in selecting the correct supply as source for your Water Carrier Service.

Lookup records
✕

🔍

<input checked="" type="checkbox"/> Supply ID	Supply Name	Supply Type
<input checked="" type="checkbox"/> CPS011	CP Supplies 11	Self-supplied building
<input type="checkbox"/> CPS012	CP Supplies 12	On-demand supply
<input type="checkbox"/> CPS013	CP Supplies 12	Water carrier service
<input type="checkbox"/> TES002	Test	Community water station
<input type="checkbox"/> APM001	AP Master Supply a	Self-supplied building
<input type="checkbox"/> APM002	AP Master Supply b	Community water station
<input type="checkbox"/> WIT001	Witherlea Water Supply	On-demand supply

<
1
2
3
4
5
>

Select

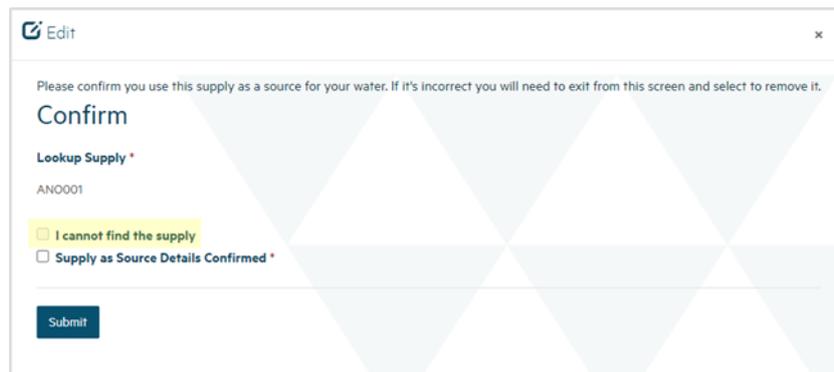
Cancel

Remove value

## Sources - Confirming a Migrated Supply as a Source

When your water carrier service has been migrated, supplies that were used as a source will also be migrated. You will need to confirm that the correct supply has been migrated.

Field	Explanation
<b>Confirm Supply as Source Details</b>	If the supply displayed is correct, click in the ' <i>Supply as Source Details Confirmed</i> ' checkbox and then click <i>Submit</i> . If the supply displayed is not correct, please use the small x in the top right corner to close this screen. This will return you to the <i>Supply Components</i> page where you can use the <i>Remove</i> option to remove this supply. You can then create the correct source.



## Supply Relationships

In this section you can provide details of one or more:

- Organisations that have a relationship with your supply.
- Individuals, i.e. people, that have a relationship with your supply.

When creating a *Supply Relationship* with an organisation you can, and in the case of an *Owner* must, add an associated contact record for the person who is the *Key Contact*.

*Supply Relationship* records serve three purposes:

1. They inform Taumata Arowai of the people and organisations related to the supply and their responsibilities with respect to the supply.
2. Some of the information is used to display on the public register of supplies for the benefit of consumers.
3. They can be used to restrict Hinekōrako user access to supplies. See the *Supply Group* section below.

You must list all *Owners and Operators* of the supply, as this information is required for the public register of supplies, but you can list other organisations and individuals, e.g. Agents, and you can indicate that they have more than one role, e.g. Owner and Operator or Owner and Trustee.

Two important roles are the *Registration Contact* and the *Overall Supply Contact*. Your supply must always have contacts for these roles. The *Registration Contact* will be the person we will contact for anything to do with the supply registration. The *Overall Supply Contact* will be displayed, along with all *Owners*, on the Public Register and will be the person that consumers will contact regarding their supply.

If you are a *Supply Group Administrator* and you want to enable a person to access Hinekōrako but to only be able to see a subset of the supplies you administer, you can give that person a Hinekōrako role which means they can only see the supplies they, as a *Contact*, have a *Supply Relationship* with.

If you are a *Supply Administrator*, your access to supplies is restricted to those you have a *Supply Relationship* with, the users you manage are only those that have a *Supply Relationship* with a supply you have a *Supply Relationship* with and any role you give them will only allow them to access the supplies they have a *Supply Relationship* with. For more information, see the ***Understand supply groups and user roles (for Supply Group Administrators and Supply Administrators)*** quick reference guide on the [Taumata Arowai website](#).

### Supply Relationships

Supply Details

<b>Supply ID</b> KIW002	<b>Supply Name *</b> Kiwi drinking water supply
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Organisation Supply Relationships

**Organisation Supply Relationships**

[Web - Active Organisation Supply Relationships -](#) New Organisation Relationship

Supply	Account	Owner Key Contact	Status Reason	Created On
Kiwi drinking water supply	Kiwi water	John Smith	Active	23/09/2021 06:42

Contact Supply Relationships

**Contact Supply Relationships**

[Web - Active Contact Supply Relationships -](#) New Contact Relationship

Contact ^	Status Reason v	Origin (Contact)	Relationship Types
Isaac Newton	Active	Portal	v
John Smith	Active	Back Office	v

Next

## Organisation Relationship

### Empty Organisation Supply Relationship Form

Relationship Information

**Organisation or Individual \***

Organisation

Relationship Type

Supply Owner

Supply Operator

Agent

Other

Relationship Details

**Organisation \***

Create Organisation

Previous Submit

When you add or update an *Organisation Relationship*, you are able to record the following data:

Field	Explanation
<p><b>Relationship Type</b> <i>Mandatory field</i></p>	<p>You can choose one or more of the following relationship types:</p> <ul style="list-style-type: none"> <li>• Supply Owner</li> <li>• Supply Operator</li> <li>• Agent</li> <li>• Other</li> </ul> <p>The <i>Organisation</i> does not need to be the <i>Owner</i> or <i>Operator</i> of the whole supply. If they are an <i>Owner</i> or <i>Operator</i> of a part of it, you should include them here. We do not capture relationships at a <i>Supply Component</i> level here. If there are complex relationships you should upload a document explaining those relationships on the <i>Final Details</i> screen.</p> <p>When <b>Other</b> is selected, you must describe the type of relationship.</p>
<p><b>Organisation</b> <i>Mandatory field</i></p>	<p>This is the <i>Organisation</i> the relationship is with. If a record of the <i>Organisation</i> has already been created for your supplies, you can find and select that <i>Organisation</i> by:</p> <ul style="list-style-type: none"> <li>• starting to type the organisation’s name into this field (or type in two spaces) and</li> <li>• clicking the down arrow at the end of this field and</li> <li>• choosing from the list that appears.</li> </ul> <p>Once you have chosen the organisation, the details of the organisation will be displayed.</p> <p>If you are editing an existing <i>Organisation relationship</i> or have selected an existing <i>Organisation</i>, you can choose to edit the <i>Organisation Details</i>.</p> <p>If a record of the <i>Organisation</i> does not exist, you can create one by clicking on the <i>Create Organisation</i> button.</p> <p>See the section below on the data you can capture for an <i>Organisation</i>.</p>
<p><b>Owner Key Contact</b> <i>Mandatory field if Relationship Type of Supply Owner has been selected</i></p>	<p>This is a mandatory field if the relationship types selected include <i>Supply Owner</i>. This is the person at the <i>Organisation</i> who will be our <i>Key Contact</i> when liaising with the <i>Organisation</i> about the Supply.</p> <p>If a record of the <i>Individual</i> has already been created for your supplies, you can find and select that person by:</p> <ul style="list-style-type: none"> <li>• starting to type the person’s name into this field (or type in two spaces) and</li> <li>• clicking the down arrow at the end of this field and</li> <li>• choosing from the list that appears.</li> </ul> <p>Once you have chosen the person, the details of the person will be displayed.</p> <p>If a record of the <i>Individual</i> does not exist you can create one by clicking on the <i>Create Contact</i> button.</p> <p>See the section below on the data you can capture for an <i>Individual</i>.</p>

Populated Organisation Supply Relationship Form

<p>Showing:</p> <ol style="list-style-type: none"> <li>1. The relationship details that have been entered.</li> <li>2. Followed by some of the read only details of the organisation the relationship is with, and the option to <i>Edit</i> those details.</li> <li>3. Followed by some of the read only details of the <i>Key Contact</i> individual, because in this case the <i>Organisation is a Supply Owner</i>.</li> <li>4. At the bottom of the form, the option to <i>Submit</i> the new or edited relationship or to <i>return to the Previous screen</i>.</li> </ol>	<div data-bbox="890 315 1347 689"> <p><b>Relationship Information</b></p> <p>Organisation or Individual *</p> <p>Organisation</p> <p><b>Relationship Type</b></p> <p><input checked="" type="checkbox"/> Supply Owner  <input type="checkbox"/> Supply Operator  <input checked="" type="checkbox"/> Agent  <input type="checkbox"/> Other</p> <p><b>Relationship Details</b></p> <p>Organisation *</p> <p>Start typing in the name of the existing organisation or select Create Organisation.</p> <p>Intelligent Water Solutions Limited</p> <p>Edit</p> </div> <div data-bbox="890 701 1347 1032"> <p><b>Organisation Details</b></p> <p>Trading Name</p> <p>IntelliWater</p> <p>NZBN</p> <p>—</p> <p>Email</p> <p><a href="mailto:Intelligent@contoso.com">Intelligent@contoso.com</a></p> <p>Main Phone</p> <p>+64215553333</p> <p><b>Physical Address</b></p> </div> <div data-bbox="890 1043 1347 1563"> <p><b>Owner Key Contact *</b></p> <p>Yellow Bird</p> <p>Edit</p> <p><b>Contact Information</b></p> <p>Organisation</p> <p>—</p> <p>Organisation Role</p> <p>—</p> <p>Email *</p> <p><a href="mailto:yellow@contoso.com">yellow@contoso.com</a></p> <p>Business Phone</p> <p>+6423423434</p> <p>Mobile Phone</p> <p>Provide a telephone number</p> <p><b>Physical Address</b></p> </div> <div data-bbox="890 1574 1050 1641"> <p>Previous Submit</p> </div>
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## Organisation

When you create or edit an *Organisation*, you are able to record the following data:

Field	Explanation
<b>Organisation Name</b> <i>Mandatory field</i>	See the <i>Organisation Name</i> field in the list of field types in <b>Appendix A</b> , including an explanation of the NZBN look up.
<b>Trading Name</b> <i>Optional field</i>	Automatically populated if you select an organisation from the NZBN look up. Can be manually entered.
<b>NZBN</b> <i>Read only field</i>	Automatically populated if you select an organisation from the NZBN look up.
<b>Email</b> <i>Optional field</i>	The general email address of the organisation.
<b>Phone number</b> <i>Mandatory field</i>	Must start with + and then the country code, e.g. 64 for New Zealand.
<b>Physical Address Search</b> <i>Mandatory field</i>	See the <i>Address Search</i> field in the list of field types in <b>Appendix A</b> , including an explanation of the NZ Post address database look up.
<b>Physical Address fields</b> <i>Mandatory field (sometimes)</i>	Some mandatory. Automatically populated if you select an address from the <i>Physical Address Search</i> look up results.
<b>Postal address is different</b> <i>Optional field</i>	Click on this if the postal address is different from the physical address. If you click on it the <i>Postal Address</i> fields appear.
<b>Postal Address Search</b> <i>Mandatory field</i>	Mandatory field if <i>Postal Address is Different</i> is checked. See the <i>Address Search</i> field in the list of field types in <b>Appendix A</b> , including an explanation of the NZ Post address database look up.
<b>Postal Address fields</b> <i>Mandatory field (sometimes)</i>	Some mandatory. Automatically populated if you select an address from the <i>Postal Address Search</i> look up results.

**Account Information**

**Organisation Name \***

**Trading Name**

**NZBN**

**Email**

**Phone \***

**Physical Address**

**Physical Address Search**

**Physical Address: Street 1 \***

**Physical Address: ZIP/Postal Code**

**Physical Address: Country/Region \***

Postal Address is Different

## Contact Relationship

When you create or edit a relationship with a contact, you are able to record the following data:

Field	Explanation
<p><b>Relationship Type</b> <i>Mandatory field</i></p>	<p>You can select one or more role the person has in relation to the supply from the following list:</p> <ul style="list-style-type: none"> <li>• Supply Owner</li> <li>• Supply Operator</li> <li>• Agent</li> <li>• Overall Supply Contact</li> <li>• Registration Contact</li> <li>• Employee</li> <li>• Trustee</li> <li>• Shareholder</li> <li>• Director</li> <li>• Other</li> </ul> <p>When <i>Other</i> is selected, you must describe the type of relationship.</p>
<p><b>Contact</b></p>	<p>The contact who has the relationship to the supply. If a record of the person has already been created for your supplies, you can find and select that person by:</p>

Field	Explanation
	<ul style="list-style-type: none"> <li>starting to type the person’s name into this field (or type in two spaces) and</li> <li>clicking the down arrow at the end of this field and</li> <li>choosing from the list that appears.</li> </ul> <p>If a record of the person does not exist you can create one by clicking on the <i>Create</i> button.</p> <p>If you are editing an existing <i>Contact relationship</i> you can choose to edit the person’s Contact details from here.</p> <p>See the section below on the data you can capture for a contact.</p>

**Populated Contact Supply Relationship Form**

Showing:

- The relationship details that have been entered.
- Followed by some of the read only details of the contact the relationship is with, and the option to *Edit* those details.
- At the bottom of the form, the option to *Submit* the new or edited relationship or to return to the *Previous* screen.

Relationship Information

Organisation or Individual \*

Individual

Relationship Type

Supply Owner

Supply Operator

Agent

Overall Supply Contact

Registration Contact

Employee

Trustee

Shareholder

Director

Other

Relationship Details

Contact \*

Isaac Newton

Edit

Contact Information

Organisation

—

Organisation Role

—

Email \*

[izzy@contoso.com](mailto:izzy@contoso.com)

[izzy@contoso.com](mailto:izzy@contoso.com)

Previous
Submit

## Contact

When you create or update a record of a contact who has some relationship to the supply, you are able to record the following data:

Field	Explanation
<b>First Name</b> <i>Mandatory field</i>	The first name of the person.
<b>Last Name</b> <i>Mandatory field</i>	The last name of the person.
<b>Organisation Name</b> <i>Optional field</i>	If the person is part of an organisation and that organisation has a relationship with the supply, you can find and select that <i>Organisation</i> by: <ul style="list-style-type: none"> <li>• starting to type the organisation’s name into this field (or type in two spaces) and</li> <li>• clicking the down arrow at the end of this field and</li> <li>• choosing from the list that appears.</li> </ul>
<b>Organisation role</b> <i>Optional field</i>	The role the contact has within the organisation.
<b>Email</b> <i>Mandatory field</i>	Mandatory field.
<b>Business Phone</b> <i>Mandatory field</i>	It’s mandatory to provide either this business phone number or the mobile number in the field below. Must start with + and then the country code, e.g. 64 for New Zealand.
<b>Mobile Phone</b> <i>Mandatory field</i>	It’s mandatory to provide either this mobile phone number or the business phone number in the field above. Must start with + and then the country code, e.g. 64 for New Zealand.
<b>Physical Address Search</b> <i>Mandatory field</i>	See the <i>Address Search</i> field in the list of field types in <b>Appendix A</b> , including an explanation of the NZ Post address database look up.
<b>Physical Address fields</b> <i>Some Mandatory fields</i>	Some mandatory. Automatically populated if you select an address from the <i>Physical Address Search</i> look up results.
<b>Postal address is different</b> <i>Optional field</i>	Click on this if the postal address is different from the physical address. If you click on it the <i>Postal Address</i> fields appear.

**Contact Information**

**First Name \***

  
**Last Name \***  
**Organisation**   
**Organisation Role**  
**Email \***  
**Business Phone**  
**Mobile Phone**  
**Physical Address**

**Physical Address Search**

   
**Physical Address: Street 1 \***  
**Physical Address: Street 2**  
**Physical Address: Country/Region \***  
 **Postal Address is Different**

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## Final information

In this section you can:

- Upload one or more documents related to your supply registration.
- Request suppression of details of your supply from the public register.

### Final Information

This is the final page in the registration process to register a new supply, edit an existing supply or confirm your migrated supply.

Once you submit this page you will receive a confirmation email.

#### Final Information

##### Supply Details

**Supply ID**  
BIG001

**Supply Name \***  
Big Blue Water Carrier Service

You have the option to upload any documents required to support your registration.

When registering a Planned Event Temporary supply you should upload your Drinking Water Safety Plan.

If different parts of your supply are owned or operated by different organisations or people, then you can upload documents about this to help us understand your structure.

If you have other information to support your registration then you can upload the relevant documents.

##### Documents

[Upload Document](#)

Title	Document Type	Document Attached	Document Modified On
There are no records to display.			

##### Final Information

**Acceptable Solution \***  
If you have adopted an acceptable solution for this supply, you will need to tick the box and then select the Drinking Water Acceptable Solution from the list that will be displayed.

No  Yes

You can request that some or all of the details of your supply are suppressed from the Public Register. If you tick the box below your registration will be put on hold until we receive a full suppression request from you. You can find out more about the circumstances under which suppression will be granted and how to apply for suppression [here](#).

Request Suppression of details from Public Register

[Submit](#)

## Documents section

When you upload a document you can provide the following data:

Field	Explanation
<b>Document Type</b> <i>Mandatory field</i>	Select the type of document you want to upload: <ol style="list-style-type: none"> <li>1. Complex Owner – Operator</li> <li>2. Planned Event Temporary Supply Drinking Water Safety Plan</li> <li>3. Registration Supporting Document</li> </ol>
<b>Document Description</b> <i>Optional field</i>	You can provide a description of the document you are uploading.

Field	Explanation
<b>Attach a file</b> <i>Mandatory field</i>	Select <i>Choose File</i> to upload your document
<b>Malware Scan</b> <i>Read only field</i>	This field appears once the file is uploaded and reports the status of the virus scan of the file.

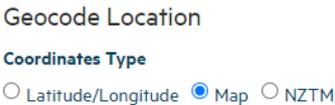
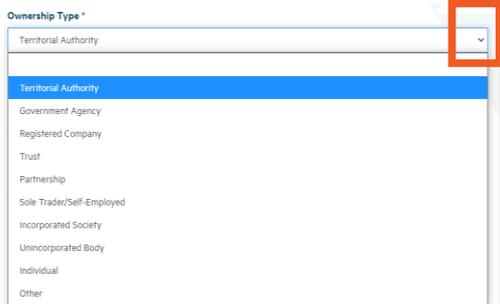
### Final information section

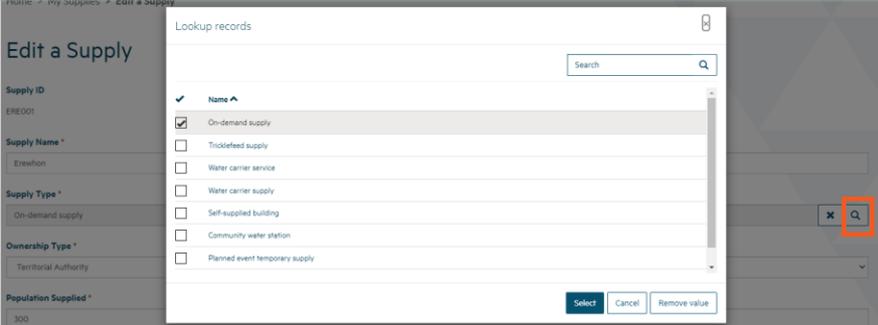
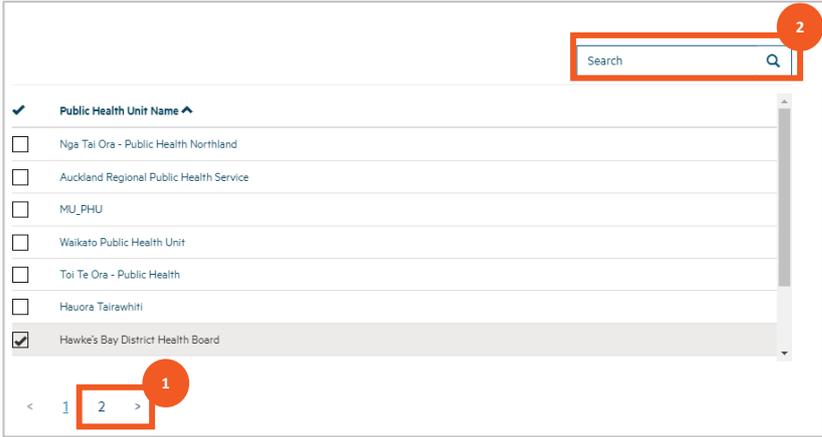
In the *Final Information* section of the page, you are able to record the following data:

Field	Explanation
<b>Acceptable Solution</b> <i>Mandatory field</i>	This is not valid for water carrier services so leave the field set to <i>No</i> .
<b>Request Suppression of details from the Public Register</b> <i>Optional field</i>	<p>If you indicate the need to suppress details, we will not automatically add your new supply registration to the public register of supplies. We will place that processing on hold until we receive and make a decision on a formal request from you for suppression of supply details.</p> <p>See <b>Appendix B</b> at the end of the document for a list of the data from your supply registration which will appear on the supply public register unless it is suppressed.</p> <p><b>Guidance for requests to suppress information on the public register</b> is available on the <a href="#">Taumata Arowai website</a>.</p>

## Appendix A: List of field types

The table below includes a list of all the different field types and how to use them to record your data:

Field Type	Explanation
<b>Free text fields</b>	<p>This is a simple field where you can simply type text to record data:</p> 
<b>Read only field</b>	<p>These are fields that are displayed for your information. You do not need to and cannot update them:</p> 
<b>Fields where there are a limited number of options, and you can pick one of them</b>	<p>The options are usually all displayed on the screen, and you select one by clicking on the circle next to it:</p>  <p><b>Coordinates Type</b>  <input type="radio"/> Latitude/Longitude <input checked="" type="radio"/> Map <input type="radio"/> NZTM</p>
<b>Fields where there are many options to choose from and you can pick one of them</b>	<p>There are two ways Hinekōrako enables you to make your choice, depending on how it stores the options.</p> <p>Sometimes you can click on the down arrow at the end of the field to open a drop down list of options to choose from:</p>  <p>Sometimes you can click on the <i>magnifying glass</i>, which will open a pop up screen listing the options to choose from:</p>

Field Type	Explanation
	 <p>Select the option you want by ticking the box next to it and then clicking on the <i>Select</i> button.</p> <p>Sometimes this list is long and is broken across pages. You can:</p> <ol style="list-style-type: none"> <li>1. Move to the next page by clicking on the page number or the right arrow.</li> <li>2. Search the list by entering text in the <i>Search box</i> at the top and clicking the <i>magnifying glass</i>. If the text you are searching for is not at the beginning of the information, enter an asterisk in front of the text you are searching for. E.g. you can find Ngā Tai Ora in the list below by entering *Northland in the search box and clicking the <i>magnifying glass</i>.</li> </ol> 
<p>Fields where you can select one or more options</p>	<p>Below the field title there will be a series of checkboxes, which you can click on to select one or more of the options:</p> <p>Treatment Processes</p> <p><input type="checkbox"/> No Treatment</p> <p><input type="checkbox"/> Gravity rapid sand or media filtration</p> <p><input type="checkbox"/> Pressure sand or media filtration</p> <p>Other Methods</p> <p><input type="checkbox"/> Coagulation</p> <p><input checked="" type="checkbox"/> Flocculation</p> <p><input checked="" type="checkbox"/> Sedimentation</p>
<p>Address search</p>	<p>Whenever you are able to record an address, there is a <i>Physical Address Search</i> field where you can start typing the address and Hinekōrako will look up the database of NZ Post addresses as you type, giving you a list of addresses it has found. When your address appears in the list you can click on it to select it and populate the address fields below:</p>

Field Type	Explanation
	<p>Physical Address</p> <p>Physical Address Search</p> <div data-bbox="443 353 786 427"> <input type="text" value="1 Test"/>  <input type="text" value="1 Test Street, South Hill, Oamaru 9400"/> </div> <p>Physical Address: Street 2</p> <input type="text"/> <p>Physical Address: Street 3</p> <input type="text"/> <p>If the address is not found you can record it in the fields yourself.</p> <p>Sometimes we will ask you for the <i>Postal Address</i> as well as the <i>Physical Address</i>. By default we will assume they are the same, but if they are not you can click on the <i>Postal Address is Different</i> checkbox.</p> <p>Physical Address: Country/Region *</p> <input type="text" value="New Zealand"/> <p>Physical Address: ZIP/Postal Code</p> <input type="text" value="4775"/> <input type="checkbox"/> Postal Address is Different

## Appendix B: Details shown on Public Register

The table below describes the details of supplies that will be shown on the Public Register if no suppression has been applied:

Supply Details	
Field	Description
<b>Supply Id</b>	This is the unique identifier of the supply. Where the supply has been transferred from the Ministry of Health’s Register of Drinking Water Suppliers the <i>Supply ID</i> will be from that register. Where the supply is a new supply, the system will generate a new ID by taking the first three characters of the Supply Name and then appending the next three digit number which is available for that prefix.
<b>Supply Name</b>	The name of the supply entered when the supply was registered or updated.
<b>Supply Type</b>	The type of supply – one of the following: <ul style="list-style-type: none"> <li>• Water carrier service</li> </ul>
<b>Registration Status</b>	The current status for the registration. This will generally be displayed as Registered but could be <i>Lapsed or Cancelled</i> .
<b>Acceptable Solution Type</b>	
<b>Region</b>	Name of the region for the supply
<b>Territorial Authority</b>	Name of the territorial authority for the supply
<b>PHU</b>	Name of the Public Health Unit for the supply
Overall Supply Contact Details	
Field	Description
<b>Legal Name</b>	First and last name of the contact where relationship type is <i>Overall Supply Contact</i> . Where there is an associated organisation for the contact, the organisation name is also displayed.
<b>Trading Name</b>	Where there is an associated organisation for the contact, the trading name for the organisation.
<b>Supply Roles</b>	The relationship roles for the overall supply contact where the role is <i>Supply Owner, Supply Operator or Overall Supply Contact</i> . Other roles are not displayed.
<b>Contact Email</b>	Email address for the overall supply contact.
<b>Phone Number(s)</b>	The phone numbers for the overall supply contact.
Owner or Operator Contact Details	
Field	Description
<b>Legal Name</b>	First and last name of the contact where relationship type is <i>Supply Owner or Supply Operator</i> .
<b>Supply Roles</b>	The relationship roles for the contact where the role is <i>Supply Owner, Supply Operator</i> . Other roles are not displayed.

<b>Contact Email</b>	Email address for the contact.
<b>Owner or Operator Organisation Details</b>	
Field	Description
<b>Legal Name</b>	Name of the organisation where relationship type is <i>Supply Owner</i> or <i>Supply Operator</i> .
<b>Supply Roles</b>	The relationship roles for the organisation where the role is <i>Supply Owner</i> , <i>Supply Operator</i> . Other roles are not displayed.
<b>Contact Email</b>	Email address for the organisation.
<b>Trading Name</b>	The trading name for the organisation.
<b>Supply Components – Supplies as Sources</b>	
Field	Description
<b>Supply Id</b>	The identifier for the supply selected as the source for the supply for the water carrier service.
<b>Supply Name</b>	The name of the supply selected as the source for the water carrier service.