

Supply Data for *Water Carrier Services*

This reference guide explains the data recorded about water carriers in Hinekōrako, The Authority's 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 The Authority 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
Supply Details	The overarching details of the Water Carrier Service, for example, its name, the region where the Water Carrier Service is primarily based.
Supply Components	Details of the supplies that provide the water for the water carrier services.
Supply Relationships	<i>Supply Relationships</i> capture the responsibilities and roles of the people and organisations in relation to the water carrier service. When creating a <i>Supply Relationship</i> record, you will add the contact details of a person or an organisation. You will need to indicate the nature of the relationship with the supply, for example, whether the person or organisation is an <i>Owner, Operator or Agent</i> and whether the person is the <i>Overall Supply Contact and/or Registration Contact</i> .
Final Information	Any documents that have been uploaded in relationship to the supply, for example, if your owner/operator structure is complex, a document explaining it. Also, whether the withholding of details from the public register has been requested.

The following sections explain the data that is recorded on each of the above screens, including the allowable values for each field 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 record data differently. 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 a problem with the data you have provided, one or more error messages will be displayed indicating what the problem is. 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
ERE001

Supply Name *
Erewhon

Supply Type *
On-demand supply

Ownership Type *
Territorial Authority

Population Supplied *

Edit Supply - Supply Details

Supply ID
WC00605

Supply Group *
Select a Supply Group for the Supply, if no Supply Groups are displayed please contact Taumata Arowai.
SG for Test Account

Supply Name *
TEST Water Carrier Service

Supply Type *
If you are unsure which supply type to choose please [click here](#) for more information.
Water carrier service

Supply Category *
More information is available on the [Authority website](#).
Private Company

Date First Supplied Drinking Water *
01/05/2020

Region *
Select the most relevant region for your supply.
Wellington

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

Regional Public Health Service *
Select the most relevant Regional Public Health Service (part of Te Whatu Ora) that is responsible for public health services where you provide water to.
Regional Public Health



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

Field	Explanation
Supply ID	<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>The format Water Carrier Service IDs is WC followed by five digits. For example, WC12345.</p> <p>New Water Carrier Services will have IDs generated by Hinekōrako and follow the same format.</p>
Supply Name <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.
Supply Type <i>Mandatory field</i>	Choose Water Carrier Service from the drop-down list.
Supply Category <i>Mandatory field</i>	<p>Choose the supply category.</p> <p>When <i>Other</i> is selected, you must describe the supply category.</p> <p>If you're unsure what category applies to you, <i>guidance on determining your supply category</i> is available on the Authority website.</p>
Region <i>Mandatory field</i>	Select the region that you primarily service. The Authority will also use this information to determine the Regional Council for the community your supply serves.
Territorial Authority <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. Guidance on determining your local authority is available on the Authority website .
Public Health Unit <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. <i>Guidance on determining your Public Health Unit</i> is available on the Authority website .

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

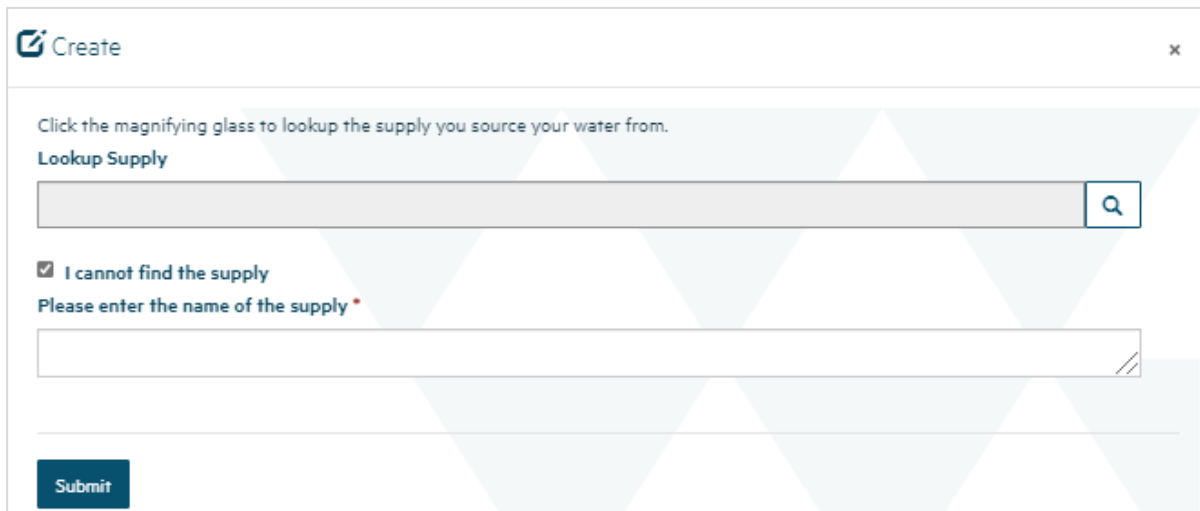
Field	Explanation
Description of Supplies not found <i>Optional</i>	You can enter further information here about supplies if you could not find when you were creating your Source(s). For example, if you are unsure of the name or don't know the <i>Supply Code</i> from the Ministry of Health public register.

Sources - Adding a Supply as a Source

When you add a *Supply* as a *Source* by clicking on the *Create* button you can lookup supplies that are registered with The Authority to select the *Supply*.

Field	Explanation
Lookup Supply <i>Conditional</i>	When you create a new <i>Source</i> for a water carrier service, you can search for the <i>Supply ID</i> or the <i>Supply Name</i> from the public register of drinking water supplies. The supply you are using as the source for your carrier service must be registered with us. Click on the <i>magnifying glass</i> icon to be returned a list of the supplies that you can select as a source. You must either select a supply using this lookup or, if you cannot find the supply, you must select the next field – “ <i>I cannot find the supply</i> ”.
I cannot find the supply <i>Conditional</i>	If you cannot find the supply, either your source is not a registered supply, or the details you are using to search for the supply differ to the information on the public register. If this is the case, you can click on the ‘ <i>I cannot find the supply checkbox</i> ’.

Field	Explanation
Name of the supply	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.
Mandatory if previous field selected	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.



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

Field	Explanation
Search	<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>
Checkbox	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.
Supply ID Read-only	The <i>Supply ID</i> for supplies that have been registered with The Authority.
Supply Name Read-only	The name of supplies that have been registered with The Authority.
Supply Type Read-only	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

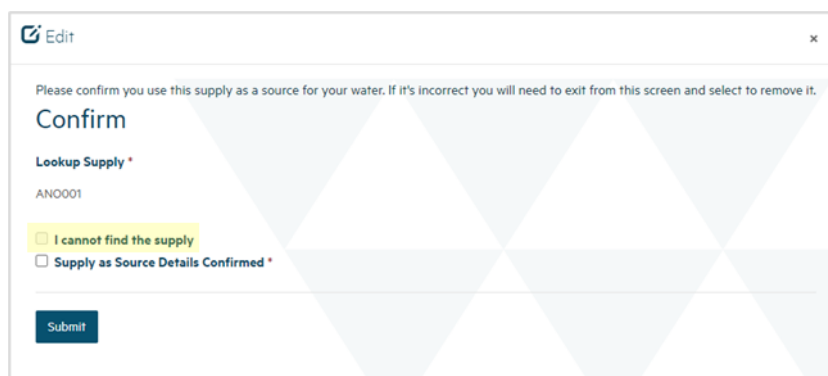
Cancel

Remove value

Sources - Confirming a Migrated Supply as a Source

If your water carrier service details were migrated to the Authority from the Ministry of Health, 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
Confirm Supply as Source Details	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 will provide details of the individuals and organisation/s that have a relationship with the supply.

It is a requirement under S 55 (2)(a) of the Water Services Act 2021 that you include all supply owners and operators, an overall supply contact and a registration contact.

You may include other organisations and individuals, for example, Agents, and assign multiple roles, if it better reflects the management of the supply.

Further information on supply relationships is available in the [Guidance for Registering a Drinking Water Supply](#) on our website, including the meaning of 'owner' and examples of supplies.

We also use the supply relationships to

- make sure we send communications to the correct person. For example, the supply owner, or registration contact.
- provide access to supply information for portal users. For more information, refer to the Understand Supply Groups and User Roles (for Supply Group Administrators and Supply Administrators) reference guide on our [website](#).

Supply Relationships

Supply ID
WC00605

Supply Name *
TEST Water Carrier Service

Supply Relationships

Active Supply Relationships - Add New Relationship

Organisation ^	Origin Organisation	Individual ^	Origin Individual	Relationship Types
		Test Account	Back Office	Overall Supply Contact, Registration Contact
Test Organisation	Portal	Test Account	Back Office	Supply Owner, Supply Operator

Previous Next

Organisation Relationship

Empty Organisation Supply Relationship Form

Relationship Information

Organisation or Individual *

Organisation

Relationship Type

Select 1 or more relationship types below that apply

Supply Owner

Supply Operator

Agent

Organisation Relationship Details

Organisation *

Select an existing organisation for this relationship or select --Create New Organisation--

Select

Submit

When you add or update an *Organisation Relationship*, you can record the following data:

Field	Explanation
Relationship Type <i>Mandatory field</i>	<p>You can choose one or more of the following relationship types:</p> <ul style="list-style-type: none"> • Supply Owner • Supply Operator • Agent



Field	Explanation
	<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>Organisation Mandatory field</p>	<p>This is the <i>Organisation</i> the <i>Supply Relationship</i> 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"> • starting to type the organisation’s name into this field (or type in two spaces) and • clicking the down arrow at the end of this field and • choosing from the list that appears. <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>Owner Key Contact Mandatory field if Relationship Type of Supply Owner has been selected</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"> • starting to type the person’s name into this field (or type in two spaces) and • clicking the down arrow at the end of this field and • choosing from the list that appears. <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"> 1. The <i>relationship types</i> selected. 2. Followed by the <i>organisation relationship</i> details. Some of these fields are read only. 3. Followed by the <i>Key Contact</i> details, because in this case the <i>Organisation is a Supply Owner</i>. Some of these fields are read only. 4. At the bottom of the form, the <i>Submit</i> button takes you back to the main <i>Supply Relationships</i> screen. 	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Relationship Information</p> <p>Supply *</p> <p>TEST Water Carrier Service</p> <hr/> <p>Organisation or Individual *</p> <p>Organisation</p> <hr/> <p>Relationship Type</p> <p>Select 1 or more relationship types below that apply</p> <p><input checked="" type="checkbox"/> Supply Owner</p> <p><input checked="" type="checkbox"/> Supply Operator</p> <p><input type="checkbox"/> Agent</p> <hr/> <p>Organisation Relationship Details</p> <p>Organisation</p> <p>Test Organisation</p> <p>Trading Name</p> <p>---</p> <p>NZBN</p> <p>---</p> <p>Business Type *</p> <p>Sole-trader</p> <hr/> <p>Email</p> <p>test@test.com</p> <hr/> <p>Main Phone *</p> <p>+640000000000</p> <hr/> <p>Owner Key Contact *</p> <p>Test Account</p> <hr/> <p>Organisation Physical Address</p> <hr/> <p>Individual Relationship Details</p> <p>Individual</p> <p>Test Account</p> <p>First Name</p> <p>Test</p> <p>Last Name</p> <p>Account</p> <p>Organisation</p> <p>Select</p> <hr/> <p>Organisation Role</p> <p>Compliance and Regulations Officer</p> <hr/> <p>Email *</p> <p>test@test.com</p> <hr/> <p>Business Phone</p> <p>+6411111111</p> <hr/> <p>Mobile Phone *</p> <p>+6411111111</p> <hr/> <p>Individual Physical Address</p> <hr/> <p style="text-align: right;">Submit</p> </div>
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Organisation

When you create or edit an *Organisation*, you can record the following data:

Field	Explanation
Organisation Name <i>Mandatory field</i>	See the <i>Organisation Name</i> field in the list of field types in Appendix A , including an explanation of the NZBN look up.
Trading Name <i>Optional field</i>	Automatically populated if you select an organisation from the NZBN look up. Can be manually entered.
NZBN <i>Read only field</i>	Automatically populated if you select an organisation from the NZBN look up.
Business Type <i>Mandatory field</i>	Select a business type.
Email <i>Optional field</i>	The general email address of the organisation.
Phone number <i>Mandatory field</i>	Must start with + and then the country code, for example, 64 for New Zealand.
Physical Address Search	See the <i>Address Search</i> field in the list of field types in Appendix A , including an explanation of the NZ Post address database look up.
Physical Address fields <i>Mandatory field (sometimes)</i>	Some mandatory. Automatically populated if you select an address from the <i>Physical Address Search</i> look up results.
Postal address is different <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.
Postal Address Search	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 Appendix A , including an explanation of the NZ Post address database look up.
Postal Address fields <i>Mandatory field (sometimes)</i>	Some mandatory. Automatically populated if you select an address from the <i>Postal Address Search</i> look up results.

Organisation Relationship Details

Organisation
Test Organisation

Trading Name
—

NZBN
—

Business Type *
Sole-trader

Email
test@test.com

Main Phone *
+64000000000

Owner Key Contact *
Test Account

Organisation Physical Address

Address Search
1 Test Street, South Hill, Oamaru 9400

Street 1 *
1 Test Street

Street 2

Street 3
South Hill

City *
Oamaru

Region

Post Code
9400

Country *
New Zealand

Postal Address is Different

Individual Relationship

When you create or edit a relationship with a contact, you can record the following data:

Field	Explanation
Relationship Type Mandatory field	You can select one or more role the person has in relation to the supply from the following list: <ul style="list-style-type: none"> • Supply Owner • Supply Operator • Agent • Overall Supply Contact • Registration Contact

Field	Explanation
Contact	<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> <ul style="list-style-type: none"> • starting to type the person’s name into this field (or type in two spaces) and • clicking the down arrow at the end of this field and • choosing from the list that appears. <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:

1. The *Relationship Types* selected.
2. Followed by the *Individual Relationship* details. Some of these fields are read only.
3. At bottom of the form, the *Submit* button takes you back to the main *Supply Relationships* screen.

Relationship Information

Supply *
TEST Water Carrier Service

Organisation or individual *
Individual

Relationship Type
Select 1 or more relationship types below that apply

Supply Owner

Supply Operator

Agent

Overall Supply Contact

Registration Contact

Individual Relationship Details

Individual
Test Account

First Name
Test

Last Name
Account

Organisation
Test Organisation

Organisation Role
Compliance and Regulations Officer

Email *
test1@test.com

Business Phone
+64000000000

Mobile Phone *
+64000000000

Individual Physical Address



Contact

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

Field	Explanation
First Name <i>Mandatory field</i>	The first name of the person.
Last Name <i>Mandatory field</i>	The last name of the person.
Organisation Name <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"> starting to type the organisation's name into this field (or type in two spaces) and clicking the down arrow at the end of this field and choosing from the list that appears.
Organisation role <i>Optional field</i>	The role the contact has within the organisation.
Email <i>Mandatory field</i>	Mandatory field.
Business Phone <i>Mandatory field</i>	Must start with + and then the country code, for example, 64 for New Zealand.
Mobile Phone <i>Mandatory field</i>	Must start with + and then the country code, for example, 64 for New Zealand.
Physical Address Search	See the <i>Address Search</i> field in the list of field types in Appendix A , including an explanation of the NZ Post address database look up.
Physical Address fields <i>Some Mandatory fields</i>	Some mandatory. Automatically populated if you select an address from the <i>Physical Address Search</i> look up results.
Postal address is different <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.



Individual Relationship Details

Individual

Select an existing individual for this relationship or select --Create New Contact--

First Name *

Last Name *

Organisation

Organisation Role

Email *

Business Phone *

Mobile Phone *

Individual Physical Address

Address Search



Street 1 *

Street 2

Street 3

City *

Region

Post Code

Country *

Postal Address is Different

Submit

Final information

In this section you can:

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

Edit a Supply

Step **4** Of **4**

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.

Supporting Information

Supply ID: WC00602 Population Supplied: —

Supply Name *

Test water carrier

You can upload any documents required to support your application.

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.

Documents

[Upload Document](#)

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

Request Withholding of details from Public Register

You can request that some or all of the details of your supply are withheld from the Public Register. If you select Yes, your registration will be put on hold until we receive a full withholding request from you. You can find out more about the circumstances under which withholding will be granted and how to apply for withholding in the [Request for Withholding of Information on the Public Register guidance document](#) on our website. If you currently have an approved request and wish to make changes please contact the Operations Support team, opssupport@taumataarowai.govt.nz.

No Yes

[Previous](#) [Submit](#)

Documents section

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

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



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

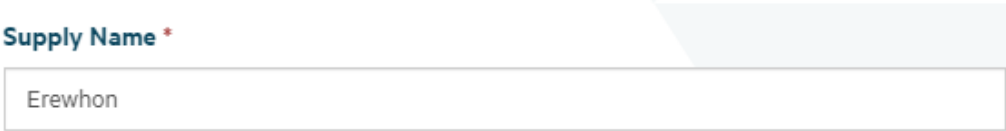

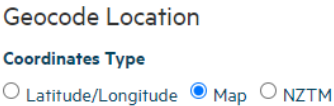
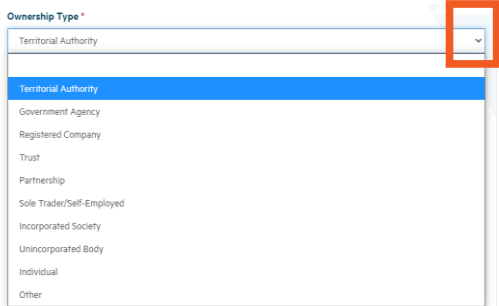
Final information section

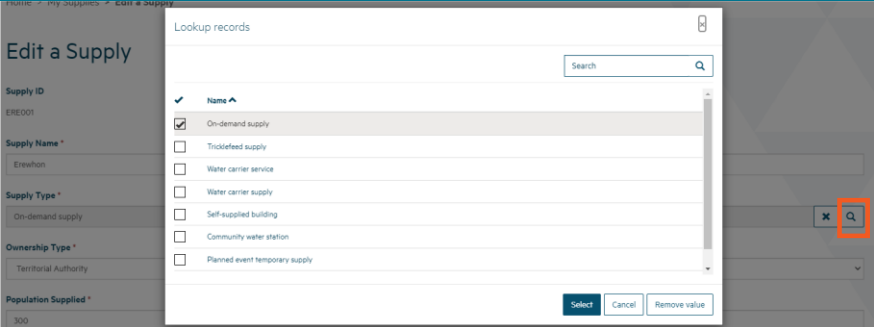
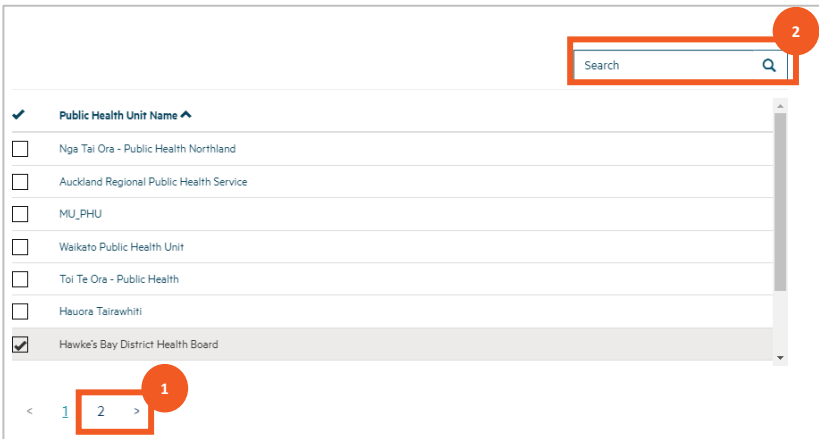
In the *Final Information* section of the page, you are able to record the following data:

Field	Explanation
Acceptable Solution <i>Mandatory field</i>	This is not valid for water carrier services so leave the field set to <i>No</i> .
Request Withholding of details from the Public Register <i>Optional field</i>	<p>If you indicate the need to withhold details, we will not automatically add your new supply registration to the public register of supplies. We will place the application on hold until we receive and make a decision on a formal request from you to withhold supply details.</p> <p>See Appendix 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 withheld.</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
Free text fields	<p>This is a simple field where you can simply type text to record data:</p> 
Read only field	<p>These are fields that are displayed for your information. You do not need to and cannot update them:</p> 
Fields where there are a limited number of options, and you can pick one of them	<p>The options are usually all displayed on the screen, and you select one by clicking on the circle next to it:</p> 
Fields where there are many options to choose from and you can pick one of them	<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"> 1. Move to the next page by clicking on the page number or the right arrow. 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. For example, you can find Ngā Tai Ora in the list below by entering *Northland in the search box and clicking the <i>magnifying glass</i>. 								
<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> <table border="0"> <tr> <td><input type="checkbox"/> No Treatment</td> <td>Other Methods</td> </tr> <tr> <td><input type="checkbox"/> Gravity rapid sand or media filtration</td> <td><input type="checkbox"/> Coagulation</td> </tr> <tr> <td><input type="checkbox"/> Pressure sand or media filtration</td> <td><input checked="" type="checkbox"/> Flocculation</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> Sedimentation</td> </tr> </table>	<input type="checkbox"/> No Treatment	Other Methods	<input type="checkbox"/> Gravity rapid sand or media filtration	<input type="checkbox"/> Coagulation	<input type="checkbox"/> Pressure sand or media filtration	<input checked="" type="checkbox"/> Flocculation		<input checked="" type="checkbox"/> Sedimentation
<input type="checkbox"/> No Treatment	Other Methods								
<input type="checkbox"/> Gravity rapid sand or media filtration	<input type="checkbox"/> Coagulation								
<input type="checkbox"/> Pressure sand or media filtration	<input checked="" type="checkbox"/> Flocculation								
	<input checked="" type="checkbox"/> Sedimentation								
<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="443 353 788 427"> <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 information has been withheld:

Supply Details	
Field	Description
Supply ID	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. IDs created for new Water Carrier Services will be formatted as WC followed by five digits.
Supply Name	The name of the supply entered when the supply was registered or updated.
Supply Type	The type of supply (i.e. Water carrier service)
Registration Status	The current status for the registration. This will generally be displayed as Registered but could be <i>Lapsed</i> if the supply registration has not been renewed.
Acceptable Solution Type	An Acceptable Solution is not an available compliance pathway for a water carrier service.
Region	Name of the region for the supply
Territorial Authority	Name of the territorial authority for the supply
PHU	Name of the Public Health Unit for the supply
Overall Supply Contact Details	
Field	Description
Legal Name	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.
Trading Name	Where there is an associated organisation for the contact, the trading name for the organisation.
Supply Roles	The relationship roles for the overall supply contact where the role is <i>Supply Owner</i> , <i>Supply Operator</i> or <i>Overall Supply Contact</i> . Other roles are not displayed.
Contact Email	Email address for the overall supply contact.
Phone Number(s)	The phone numbers for the overall supply contact.
Owner or Operator Contact Details	
Field	Description
Legal Name	First and last name of the contact where relationship type is <i>Supply Owner</i> or <i>Supply Operator</i> .
Supply Roles	The relationship roles for the contact where the role is <i>Supply Owner</i> , <i>Supply Operator</i> . Other roles are not displayed.

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