

# He Aratohu ki te Whakatutuki i te Puka Tono a te Rōpū Whakawawao Tautohe, ā, He Aha Ā Muri Iho

## Te whakamahi i tēnei aratohu

Mā te aratohu nei e tuku ngā whakamōhiotanga hei āwhina i a koe ki te whakatutuki i te puka tono, me te tuku i ētahi take nui i pīrangitia ai ēnei pārongo.

He nui ngā take e whai tikanga ana ēnei pārongo e tonoa ana i roto i te puka tono.

Mā te tuku i ngā pārongo katoa e whakatūturu te whanonga wawe o tō tono, ā, e whai wā ōrite ngā taha e rua ki te kōhi taunakitanga e pā ana ki te take e tohea ana.

Hei runga i a koe te Kaitono te mahi nui ki te whakakī tika i te puka tono ki ngā pārongo e hiahiatia ana. Ki te kore e oti ngā wāhanga katoa, kāore rānei i tika, kei whakahokia tō tono ki a koe.

Kupu Āpiti: Ehara te Rōpū Whakawawao Tautohe i te huarahi whakatau i ngā take:

- Nama moni tohe-kore
- E whakanau ana tētahi ki te utu moni ahakoa e mōhio ana ia kei te nama ia.

## I mua o te whakakīanga o te puka tono, kia āta pānuitia te whārangi whakamārama i mua i te tuku i tō tono. Kei roto ngā kupu āwhina mō ngā take pēnei i te:

- Utu ki te tuku tono
- Tono kia noho tapu ngā kōrero
- Whai tikanga kia tika te whakatakoto i ngā ingoa i roto i te puka tono

## Me pēhea te tuku i te tono?

E rua ngā whiringa hei tuku i tō tono ki te Rōpū Whakawawao Tautohe:

1. Te tuku me te utu i tō tono mā te ipurangi, me pāwhiri i te pātene tono ipurangi nei a [disputestribunal.govt.nz/forms-and-fees/](https://disputestribunal.govt.nz/forms-and-fees/), ā, ka whakakī i te puka ipurangi, waihoki
2. Te tiki ake i te puka wātea i [disputestribunal.govt.nz/forms-and-fees/](https://disputestribunal.govt.nz/forms-and-fees/), whakakīhia te puka, kātahi ka tāpae atu ki tō kōti rēhita ā-rohe. Āpitianga: Ka whakaea i te utu tono mā te moni, mā te kāri rānei.

Kupu Āpiti: Ka taea tētahi kape puka tono wātea i tō kōti rēhita ā-rohe.

## Hōkai 1: Ko wai te kaitono?

Me tika te tuku i ngā taipitopito a te Kaitono, ki te kore, kei whakahokia tō tono ki a koe.

Me mātua tika tō whakatau ko wai ngā taha e rua, me te tuku i ā rātou taipitopito tika, i te mea he wāhanga matua tēnei o te tuku i te tono whakawawao tautohe.

### ***Ka mōhiotia ko koe te Kaitono. Ko koe tētahi:***

- Tangata takitahi, he kaipakihi takitahi, ā, ko John Doe Lawnmowing tō kamupene
- Kamupene rēhitatia
- Manatōputanga
- Pākihi hourua
- Tarahī
- Tētahi atu (Kia kaha te whakamārama i te tono)

### ***Te Ingoa o tētahi tangata:***

- Me tautuhi i te ingoa o tētahi tangata mēna he rōpū te kaitono, kei hua mai ētahi pātai hei whakamāramatanga i roto i tō tono, i mua o te whakaaetanga me te kōkiritanga o te tono e te Rēhita a te Tāhū.

### ***Ngā Wāhi Noho:***

- Me tautuhi i tō wāhi noho, i te wāhi rānei o tō pakihi (Hei Āpiti: E kore tēnei e tukua ki te kaiurupare mehemea kua whakaaetia kia noho muna).
- Me tautuhi i te wāhi tuku mērā mehemea he rerekē ki tō wāhi noho.
- Me tuku rawa i tētahi whakapānga ohorere. Tāpiritia tō nama waea, tmēra rānei (ka pai ake ngā mea e rua). He āwhina tēnei i ngā whakawhitinga e tūpono pīrangitia ana e te Tāhū o te Ture.

### ***Kaiwhakamāori:***

- Mehemea e pīrangi ana koe i tētahi kaiwhakamāori ki te āwhina i a koe i te wawaonga, me tautuhi rawa koe i te reo e pīrangitia ana, me te mita (mēnā rā he whaipānga).

### ***Ngā Taipitopito Pūtea Pēke:***

- He kōwhiringa noa iho tēnei, engari he whai take mō ngā utu wawe me te ngāwari, mēnā ka whakaae te Kaiwawao ki tō tono.

## Hōkai 2: Ngā taipitopito inihua a te kaitono.

- He mea nui kia whakamōhio mai te Kaitono mehemea tērā pea ka tau te tautohe nei i raro i tētahi mahere o tana kai-inihua, ahakoa kāore anō kia tona.
- Mēnā he inihia tāu, he take ture tēnei kia tāpiritia e te Kaitono te ingoa me te wāhi noho o te kai-inihua. Tērā pea ko te mutunga mai ka tūhono mai te kai-inihua hei hunga whaitake.

### Hōkai 3: Ko wai te kaiurupare o tō tono?

- Kei runga i te Kaitono te takohanga ki te tuku i ngā ingoa tika me te wāhi noho o ngā taha e rua.
- Me tika rawa te whakakāi i ngā taipitopito o ngā ingoa ā-ture, me ngā taipitopito whakapā a te Kaitono, a te Kaiurupare hoki. Ki te kore e tika te tuhi, kei whakahokia te tono.
- E riro mai ai ngā ingoa ā-ture o ngā pakihī kua rēhitatia, me toro atu ki te paetukutuku o ngā pakihī rēhitatia o Aotearoa, ka rapu i runga i te rēhita. [Companies-register.companiesoffice.govt.nz/](http://Companies-register.companiesoffice.govt.nz/)
- I ētahi wā, kāore te tangata i te whakahaere i ana mahi hei pakihī rēhitatia, nō reira me tuhi hei tangata takitahi. Hei tauira, ko John Doe t/a John Doe Lawnmowing.
- Mā te tika o te tuku i ngā ingoa ā-ture me ngā taipitopito whakapā a te Kaiurupare e whakatūturu te tūpono hāmenetanga o te Kaiurupare i muri o te wawaonga, kia whai wā ōrite te Kaiurupare hoki kia tae ā-tinana ki te wawaonga me te whakautu i ngā tono e tāpaetia ana.
- Mehemea e taea ana, tukua mai ngā Īmēra me ngā nama whakapā a te Kaiurupare. He āwhina tēnei i ngā whakawhitiwhiti kōrero e tika ana i waenganui i te Tāhū o te Ture me ngā hunga whaitake.
- He kupu tohutohu āpiti hei maharatanga i te wā e whakakāi ana te puka tono:
  - Kaua e tautuhi i tētahi Kaiurupare kei tāwāhi e noho ana, ā, kei tāwāhi te wāhi noho.
  - Me tuku rawa e te Kaitono tētahi wāhi noho i Aotearoa nei o te Kaiurupare.
  - Me tuku rawa e te Kaitono tētahi wāhi whakarato mahi i Aotearoa nei mēnā he pakihī te Kaiurupare.

### Hōkai 4: He tangata anō hei kaiurupare?

- I ētahi wā neke atu i te kotahi te hunga whaitake i roto i tētahi tautohe. Nō reira hei kaupare i ngā whakatārewatanga, me mātua tautuhi te Kaitono i ngā hunga whaitake katoa e hāngai ana ki te wawaonga.
- Kei runga hoki te Kaitono te haepapa ki te tuku i ngā ingoa ā-ture me ngā taipitopito whakapā e tika ana.
- Ka taea e ngā hunga whaitake katoa i whakaingoahia i roto i te tono, te tae ā-tinana ki te wawaonga, ā, me tuku rawa ki a rātou ngā pārongo e taunaki ana i te tono, i tukua ai e te Kaitono.
- Ki te hiahia koe ki te āpiti i ētahi pārongo taunaki i muri i te tuku i tō tono, me mātua tuku tētahi tāruatanga ki ia hunga whaitake o te tono.
- Mehemea e tukua ana tētahi puka tono ā-pepa ki te rēhita o tō kōti ā-rohe, ā, he iti rawa te wāhi hei tuhi i ngā ingoa me ngā taipitopito o ngā hunga whaitake, tēnā, tuhia ki runga i tētahi pepa tāpiri.

### Hōkai 5: Ngā taipitopito o te wawaonga

- Me tuku rawa i te uara ā-pūtea o tō tono. Ahakoa pea kāore koe i te rapu utu ā-pūtea. Mā tēnei e whakatau te utu hei utu māhau i te wā e tuku ana i tō tono, i te mahi hei whakaoti, i ngā taputapu rānei hei whakahoki atu.
- Ka oti ana te tuku i te uara o tō tono, me tāpiri i ngā pārongo katoa hei taunaki i tō tono.
- Ka tukua ēnei pārongo ki ngā hunga whaitake katoa i mua o te wawaonga.
- Me tāpiri katoa ngā pepa taunaki ki tō tono. Ki te kore ēnei pārongo e tāpiritia, kei tārewatia te wawaonga ki tētahi atu rā.

## Hōkai 6: He aha te take e tohetia tonutia ana tō tono e te/ngā Kaiurupare?

- He pārongo whai tikanga tēnei e pīrangitia ana e te Kaiwawao, kia mārama ia he aha ai e tohea ai te tono.

## Hōkai 7: Hainatia, ā, tuhia te rā ki runga i te tono

- Ka oti ana ngā hōkai 1 ki te 6, ā ka tau ō whakaaro mō te nui o ngā pārongo i tukua e koe mā te Rōpū Wawao, me haina, me tuhi i te rā ki runga i te puka tono.

Āpītitanga: Mehemea e tukua ana tō tono ā-ipurangi, e pai ana ki te tuhi noa i tō ingoa, mahue te haina.

## Hōkai 8: Hihiratia anō

- Me whakakī i ngā wāhanga katoa o te puka i mua o te tukutanga mai.
- Me tuku tāruatanga o ngā pepa mā ngā Kaiurupare katoa i te wā e tukua ana te puka tono ā-kanohi.
- Kua tāpīritia e koe ngā pepa taunaki.
- Kua hainatia/whakaingoatia, ā, kua tuhia te rā ki runga i te tono.
- Kua utua te utu tuku tono, ā-ipurangi, ā-kanohi rānei i te taupaepae rēhita.

## Hōkai 9: Tukua mai, tonoa mai rānei tēnei puka.

- Mō ngā tono ipurangi, me tuku noa i to tono, tāpīritia ngā pepa taunaki, ā, ka utua.
- Mō ngā puka tono ā-pepa i tikina ake i te ipurangi, me tāpae te puka me te utu, ki tō kōti rēhita ā-rohe. Rapua te wāhi noho o tō kōti rēhita ā-rohe i <https://www.justice.govt.nz/contact-us/find-us/>

## Hōkai 10: Ngā tono kia noho muna

- He whakaarotanga whai tikanga te noho muna o ngā taipitopito whakapā.
- Ka āta whakaarotia ngā whakatau noho muna e te Kairēhita, te tangata e whiwhi ana i tō tono.
- Mehemea e tonoa ana kia noho muna, me whakapuaki rawa he aha te take e tono ana koe kia noho muna, me ō māharahara mō tō haumarutanga.
- Mehemea e inoi ana koe kia noho muna ō taipitopito whaiaro, tēnā mukua ngā pārongo e tautuhi i a koe anō i runga i te puka, me ngā pepa taunaki (taihoa a hōkai 1, me mau tonu ērā).

Ki te hiahia koe kia noho muna ō taipitopito, me āta whiri koe i tētahi, i ētahi rānei o ngā kōwhiringa i raro nei:

- E hiahia ana au kia noho muna taku wāhi noho
- E hiahia ana au kia noho muna taku īmēra
- E hiahia ana au kia noho muna aku nama waea
- Inā whakakāhoretia tō tono kia noho muna ō taipitopito, kei a koe mehemea ka whāia tonutia tō tono. Ki te kī "KAO" ka KATIA tō tonu, ka whakahokia ki a koe, ā ka mutu i reira.

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## Ka aha i muri iho?

Ka tae mai ana tō tono ka hihiratia kia mōhio ai mehemea:

- i tika te whakakāi i ngā wāhanga katoa.
- i tika te whakaea i te utu mō te tuku i te tono.
- E taea ana e te Rōpū Whakawawao te wawao te tūmomo tono i tukua.

Mehemea e ngoikore ana tētahi, ētahi rānei o ēnei wāhanga, tērā pea ka whakahokia ki a koe me tō pūtea, me ngā whakamāramatanga he aha i pērā ai.

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## Ka pēhea te roa e whai whakaarotia ana taku tono e te Rōpū Whakawawao?

Ka whakaaetia ana tō tono e te Pokapū Rēhita a te Tāhū o te Ture, ka whakatauhia he wāhi e tū ai te wawaonga kia tata ki te wāhi noho o te kaitono, te wāhi whakahaere pakihī rānei.

Ka tukuna tētahi Pānui Wawaonga ki ngā hunga whaitake, e mau ana te rā, te wā, me te wāhi o te wawaonga.

Kei runga i te kaitono te haepapa kia whiwhi i ngā hunga whaitake katoa ngā tāruatanga o ngā kōrero taunaki e mea ana ka tāpaetia i te wawaonga, i mua o te wawaonga. Ki te kore e tutuki, tērā pea ka whakatārewatia tō wawaonga ki tētahi atu rā, kia whai wāhi ai ngā Kaiurupare ki te whakaaroaro i ngā pārongo.

Ko te nuinga o ngā tono ka wawaongia i raro iho i te 90 rā mai i te whiwhinga o te tono. Ko te roa o te wā, kei te āhua tonu o te taumaha o te tohenga.

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## Ngā tāngata e āhei ana ki te tae atu ki te wawaonga

He tapu ngā whakahaeretanga a te Rōpū whakawawao.

Ka arahina te wawaonga e tētahi Kaiwawao i raro i te mana o te Kāwana-Tianara.

Kāore e taea te kōwhiri te Kaiwawao hei ārahi i te wawaonga a te Rōpū Whakawawao.


Kāore e āheitia tētahi rōia hei māngai mō ngā hunga whaitake i ngā wawaonga a te Rōpū Whakawawao. Engari mehemea e whakaae ana te Kaiwawao, ka āheitia tētahi kaitautoko kīhai i tū hei rōia i mua.

He mea hopu i ngā kōrero o te wawaonga e te Rōpū Whakawawao engari kāore tēnei hopukanga e tukuna ki ngā rōpū whaitake, hāunga i te wā kua tukuna tētahi Pīra, ā, kua whakaaetia e tētahi Kaiwhakawā Kōti ā-Rohe kia tukuna ngā tuhinga kōrero.

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## Te whakatau a te Rōpū Whakawawao

I muri i te wawaonga, kāore pea e puta tētahi whakatau i taua wā tonu. I te nuinga o te wā, ka tukuna tētahi whakatau ā-tuhi ki ngā rōpū whaitake i muri o te wawaonga.



Ko ngā whakataua a te Rōpū Whakawawao he mana whakauruhi tonu, ko te rite ki ngā whakataua a te Kōti ā-Rohe. Ko ngā pātai e pā ana ki te whakauruhi, me matapaki ki tō tari rēhita o te kōti ake, me hoki rānei ki tō puka whakahau mō ngā pārongo.

Mehemea e takahia ana te whakahau a te Kaiwawao o te Rōpū Whakawao, kei ngā rōpū whitake te tikanga ki te kimi huarahi uruhi mā te tono tika tonu ki tō Kōti ā-Rohe.

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## Te tono kia tū tētahi wawaonga anō

E kī ana te Wāhanga 49 o te Ture Rōpū Whakawawao 1988, ka taea e te Rōpū Whakawawao te whakahau kia tū anō he wawaonga o tētahi tono mēnā ka tono tētahi rōpū whitake, ā, tērā pea ka whakaae te Rōpū Whakawawao ki te tono ki tāna i pai ai.

Ka taea e tētahi rōpū whitake te tono tika ki te rēhita o te kōti kia tū anō he wawaonga i mua i te paunga o ngā rā mahi 20, i muri mai i te whakahau a te Rōpū Whakawawao.

E wātea ana tētahi tono wawaonga anō, mai i te ipurangi a te Tāhū o te Ture.

Ki te whakahē koe i te whakataua o te wawaonga, ehara tērā i te kaupapa me tū tētahi wawaonga anō.

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## Te pīra i te whakataua a te Rōpū Whakawawao

E kī ana te Wāhanga 50 o te Ture Rōpū Whakawawao 1988, e taea ana e tētahi rōpū whitake o tētahi wawaonga i mua i te Rōpū Whakawawao te Pīra ki te Kōti ā-Rohe i tētahi whakahau a te Rōpū Whakawawao i runga i ēnei take:

- He mea whakahaere te wawaonga e tētahi Kaiwawao, waihoki
- He mea whakahaere te tirohanga e tētahi Kaitirotiro

I runga i te ngākaurua ki te kaupapa, ā, i whakahāweatia te whakataunga o te wawaonga.

Kōrero Āpiti: Ehara te tono Pīra ki te Kōti ā-Rohe i te huarahi mā ngā rōpū whitake ki te tiroiro anō i ngā whakataua meka a te Kaiwawao, i ngā wā rānei e hae ana ngā rōpū whitake ki te whakataua.

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## Kupu Mahurangi

He aratohu noa iho tēnei puka. Mā te Rōpū Whakawawao e whakataua ōna whakahaeretanga. He wā anō ka hāpaitia tētahi tikanga rerekē i ēnei e rārangi ake nei.

## Ngā taipitopito whakapā a te Rōpū Whakawawao Tautohe

Rōpū Whakawawao Tautohe

DX SX 10042

Te Whanganui-ā-Tara

Aotearoa

Waea: 0800 268 787

Ipurangi: [disputestribunal.govt.nz/](https://disputestribunal.govt.nz/)