

Use these Guide Notes to help you when answering your census forms.

If you need more help: www.census.govt.nz/census/help

0800 CENSUS (0800 236 787)

Dwelling Form

Who has to fill in a Dwelling Form?

One person in each dwelling should fill in a Dwelling Form.

3 What counts as joined?

Mark 'yes' if:

- this dwelling is attached to another dwelling, business or shop by at least one wall
- this dwelling has another dwelling, business or shop above or below it
- this dwelling is attached to another dwelling by a garage or garages.

4 What counts as a storey?

Count:

- all levels above ground, including carports and garages above ground level
- all levels above ground in apartment buildings, including levels that have shops, businesses, or car parking.

Don't count:

- levels below ground, split levels or mezzanine floors.

5 What is a family trust?

A family trust is a special way of owning assets such as a home. The home is owned by a legal entity not an individual or group of people. The family trust arrangement will be set out in a legal document, usually called a trust deed.

If your home is partly in a family trust and partly owned, mark 'hold this dwelling in a family trust'.

What counts as owning or partly owning this dwelling?

The following situations count as owning:

- you or someone else living here owns the dwelling, even if you don't own the land
- you purchased the dwelling under unit title, stratum title, or composite leasehold
- you purchased the dwelling under licence to occupy. This may include self-care villas, townhouses, apartments, or units in a retirement complex
- the dwelling you own is a moveable dwelling such as a caravan, boat, tent or motorhome, even if you bought it under hire purchase or some other financial loan agreement.

Mark 'neither of these' if you are occupying this dwelling under a rent-to-buy or similar agreement.

Why does licence to occupy count as owning?

Licence to occupy is considered a similar situation to owning and is different from renting. Although legally you own the right to occupy the dwelling not the dwelling itself, the value of the licence to occupy is usually similar to the value of the dwelling.

9 What counts as making mortgage payments?

Mark 'yes' if you, or the family trust, are on a short-term mortgage repayment holiday.

Mark 'no' if:

- it is a reverse or equity release mortgage
- the debt for this dwelling is not a mortgage (for example, hire purchase or financial loan for a boat or caravan).

10 How should I answer if this is a one-room dwelling, such as a studio unit or studio apartment?

Write '1' for 'bedrooms...' and '0' for all other room types.

How should I answer if my lounge is also used as a bedroom?

Rooms used for more than one purpose should be counted once only.

Count it as a bedroom if there are no other bedrooms in this dwelling.

Count it as a lounge if there are other bedrooms in this dwelling.

11 How do I decide what heating types I use most often?

Include the heating types that you use the most when you heat your dwelling. For example, those you use every day or several times a week. Do not include any types of heating that you hardly ever use.

If you only use heating occasionally, mark the type or types of heating you use most often on those occasions.

13 What vehicles should I count as available for use?

Count:

- vehicles belonging to people who usually live here but are temporarily away
- vehicles that are temporarily out of order or under repair
- vehicles that are usable but at the moment have no current registration or warrant of fitness (WoF).

Don't count:

- vehicles likely to be off the road for several months
- vehicles that can be used ONLY for work or ONLY to get to and from work.

14 How do I answer if my bedding or furniture feels or smells damp?

Mark one of the 'yes' spaces.

15 How should I answer if I had mould inside my dwelling but have cleaned it off?

Mark 'no' if the mould has not come back after cleaning and the total amount of any mould in your dwelling is now smaller than an A4 sheet of paper. Mark one of the 'yes' spaces if the mould keeps coming back after cleaning and the total amount of all mould in your dwelling is larger than an A4 sheet of paper.

Should I include mould on furniture and clothing?

No – don't include mould on furniture and clothing.

Should I include mould in my garage or attic?

Yes – include mould in the garage or attic.

16 How should I answer if I have to go outside my dwelling for any of the listed amenities?

Only mark what you have inside your dwelling.

Mark 'none of these...' if none of the things listed are available inside your dwelling.

How should I answer if my bath/shower (or toilet etc) can't be used at the moment and needs repairs/to be replaced?

Mark the space for bath or shower (or toilet etc) if it will be fixed/replaced soon or if you have another bath or shower in your dwelling that can be used.

Do not mark the space for bath or shower (or toilet etc) if you have only one and it is likely to remain unusable for several weeks or more.

I have a composting toilet, should I mark 'toilet'?

Mark 'toilet' if your composting toilet is in working condition.

My electricity has been disconnected. Should I mark 'electricity supply'?

Do not mark 'electricity supply' if it is likely to stay disconnected for several weeks or more.

Mark 'electricity supply' if it will be reconnected soon.

I get electricity supply by using solar power. Does this count as 'electricity supply'?

Yes – mark 'electricity supply'.

17 Why do I need to list all the people in my dwelling on the night of the census?

We need to know how many people are present in your dwelling on census night, Tuesday 6 March 2018.

This information is used to produce family and household data.

I am legally registered in a civil union. Which space should I mark?

If you are legally registered in a civil union, mark 'my wife or husband, partner or de facto'.

20 What do I do if more than four people are away?

If there are more than four people away on census night, Tuesday 6 March 2018:

- write the total number of people away in question 19
- answer question 20 for the first four people who are away.

Individual Form

Who has to fill in an Individual Form?

Everyone who is spending the night in this dwelling on Tuesday 6 March 2018. Forms need to be completed for babies, children, and visitors.

1 What do you use name information for?

Names are used to match Individual Forms to the people listed on the Dwelling Form, and to help determine family and household structures.

Names are also used in the initial matching process when census data is added to the Stats NZ Integrated Data Infrastructure (IDI) research database. Data in the IDI has name, address, and day of birth removed before it is made available for research and analysis.

4 Which address do I give?

If you live in New Zealand or are staying here for 12 months or more, excluding short overseas trips, follow these guidelines to give the right address:

- if you are a primary or secondary school student at boarding school, give your home address
- if you are a tertiary student, give the address where you live during term
- if you live in more than one dwelling, give the address of the one you most consider to be your home. If you spend equal amounts of time at different addresses, give only one of those addresses
- children in shared care should give the address where they spend most nights. If children spend equal amounts of time at different addresses, they should give only one of those addresses.

If you will be staying in New Zealand for fewer than 12 months, give your home country.

7 Why do you want to know about my ethnic group or groups?

Ethnicity statistics show the number of people who identify with different ethnic groups in New Zealand. Understanding where these groups are and how they change over time helps government, businesses, and community organisations to plan policies and services in areas such as health and education. People also use this information to learn more about their communities.

An ethnic group is made up of people who have some or all of the following:

- a shared culture, such as traditions or ways of doing things, customs, beliefs, or language
- a common ancestry or history
- a similar geographic, tribal or clan origin.

Examples of ethnic groups are: Māori, Samoan, Irish, Iraqi, and Filipino.

11 I am of Cook Islands Maori descent – how should I answer the Māori descent question?

If you are of Cook Islands Maori descent, mark 'no' unless you are also of New Zealand Māori descent.

12 List of iwi

A list of iwi can be found at the end of these guide notes. The list is a guide only and is not exhaustive. Enter your iwi even if it does not appear on the list.

17 I am legally registered in a civil union. Which space should I mark?

If you are legally registered in a civil union, mark 'my wife or husband, partner or de facto'.

20 Why do you want to know where I study?

This information is used for measuring traffic flows and planning transport services. The information you provide will be kept confidential.

26 What do you mean by legally registered marital/civil union status?

- If you are living with a partner as a couple but are not legally married or registered in a civil union, each of you should mark the answer that fits your own legal marital/civil union status. While long-term 'de facto' relationships now have legal rights and obligations, these relationships are not legally registered.
- A marriage formalised by a non-religious ceremony or civil ceremony is not a civil union.
- If you are permanently separated but still married or registered in a civil union, mark 'I am permanently separated from my legal husband/wife/civil union partner'. You do not need to have gone through any legal separation process.

28 What is a family trust?

A family trust is a special way of owning assets such as a home. The home is owned by a legal entity not an individual or group of people. The family trust arrangement will be set out in a legal document, usually called a trust deed.

If you partly own your home and it is partly in a family trust, mark 'hold it in a family trust'.

What counts as owning or partly owning the dwelling I usually live in?

The following situations count as owning:

- you own the dwelling, even if you don't own the land
- you purchased the dwelling under unit title, stratum title, or composite leasehold
- you purchased the dwelling under licence to occupy. This may include self-care villas, townhouses, apartments, or units in a retirement complex
- the dwelling you own is a moveable dwelling such as a caravan, boat, tent or motorhome, even if you bought it under hire purchase or some other financial loan agreement.

Mark 'neither of these' if you occupy this dwelling under a rent-to-buy or similar agreement.

Why does licence to occupy count as owning?

Licence to occupy is considered a similar situation to owning and is different from renting. Although legally you own the right to occupy the dwelling not the dwelling itself, the value of the licence to occupy is usually similar to the value of the dwelling.

34 Why do you want to know my income?

35 Income statistics are used for developing social and economic policy, research, and monitoring programmes. The information you provide will be kept confidential.

- If you and your spouse/partner earn income jointly, only include your part of that income.
- If you received Working for Families payments (including Family tax credit, In-work tax credit, Minimum family tax credit and Parental tax credit), mark 'other government benefits...'.
 - If you received homestay or child support payments, mark 'other sources of income...'.
 - If you did piecework, mark 'wages, salary, commissions, bonuses, etc...'.
 - Count any payments that are taken out of your income before you get it, such as student loan repayments, union fees, fines, or child support payments.
 - DON'T count loans (including student loans), inheritances, sale of household or business assets, lottery wins, matrimonial/civil union/de facto property settlements, or one-off lump sum payments.
 - DON'T count money given by members of the same household to each other. For example, pocket money given to children, or money given for housekeeping expenses by a flatmate.
 - If you know your weekly or fortnightly income after tax, use the table provided to work out your annual income before tax.

35 Income table

Use this table as a guide to giving your before tax annual income in question 35.

After tax weekly income \$	After tax fortnightly income \$	Before tax annual income \$
up to 86	up to 172	1 – 5,000
87 – 172	173 – 344	5,001 – 10,000
173 – 257	345 – 514	10,001 – 15,000
258 – 336	515 – 672	15,001 – 20,000
337 – 415	673 – 831	20,001 – 25,000
416 – 495	832 – 990	25,001 – 30,000
496 – 574	991 – 1,148	30,001 – 35,000
575 – 653	1,149 – 1,307	35,001 – 40,000
654 – 807	1,308 – 1,615	40,001 – 50,000
808 – 942	1,616 – 1,884	50,001 – 60,000
943 – 1,077	1,885 – 2,153	60,001 – 70,000
1,078 – 1,463	2,154 – 2,926	70,001 – 100,000
1,464 – 2,107	2,927 – 4,215	100,001 – 150,000
2,108+	4,216+	150,001+

43 Why do you want to know where I work?

This information is used for measuring traffic flows and for planning transport services. It helps to work out daytime populations in specific areas for civil defence, and provides a measure of the number of people who work at home. The information you provide will be kept confidential.

How should I answer if I do not have a fixed workplace address?

If you mostly worked away from home and had no fixed workplace address, print the address of the depot, headquarters, or reporting point you operated from.

If you mostly worked away from home and had no fixed reporting point, but travelled from your home to various work locations, print 'NO FIXED ADDRESS'.

12 List of iwi by region

13 The list is a guide only and is not exhaustive. Enter your iwi even if it does not appear on the list.

Te Tai Tokerau / Tāmaki-makaurau (Northland / Auckland) Region

- Te Aupōuri
- Ngāti Kahu
- Ngāti Kurī
- Ngāpuhi
- Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
- Te Rarawa
- Ngāi Takoto
- Ngāti Wai
- Ngāti Whātua (not Ōrākei or Kaipara)
- Te Kawerau ā Maki
- Te Uri-o-Hau
- Te Roroa
- Ngāti Whātua o Kaipara
- Ngāti Whātua o Ōrākei
- Ngāi Tai ki Tāmaki
- Ngāti Hine (Te Tai Tokerau)
- Te Paatu
- Ngāti Manuhiri
- Ngāti Rēhua

Hauraki (Coromandel) Region

- Ngāti Hako
- Ngāti Hei
- Ngāti Maru (Hauraki)
- Ngāti Paoa
- Patukirikiri
- Ngāti Porou ki Harataunga ki Mataora
- Ngāti Pūkenga ki Waiau
- Ngāti Rāhiri Tumutumu
- Ngāti Tamaterā
- Ngāti Tara Tokanui
- Ngāti Whanaunga

Waikato / Te Rohe Pōtae (Waikato / King Country) Region

- Ngāti Haua (Waikato)
- Ngāti Maniapoto
- Raukawa (Waikato)
- Waikato
- Ngāti Te Ata
- Ngāti Hikairo
- Rereahu
- Ngāti Tipa
- Ngāti Korokī Kahukura
- Ngāti Tamaoho
- Te Ākitai-Waiohūa

Te Arawa / Taupō (Rotorua / Taupō) Region

- Ngāti Pikiao (Te Arawa)
- Ngāti Rangitearere (Te Arawa)
- Ngāti Rangitihī (Te Arawa)
- Ngāti Rangiwewehi (Te Arawa)
- Tapuika (Te Arawa)
- Ngāti Tarāwhai (Te Arawa)
- Tūhourangi (Te Arawa)
- Uenuku-Kōpako (Te Arawa)
- Waitaha (Te Arawa)
- Ngāti Whakaue (Te Arawa)
- Ngāti Tūwharetoa (ki Taupō)
- Ngāti Tahu-Ngāti Whaoa (Te Arawa)
- Ngāti Mākinō
- Ngāti Kearoa / Ngāti Tuarā
- Ngāti Rongomai (Te Arawa)

Tauranga Moana / Mātaatua (Bay of Plenty) Region

- Ngāti Pūkenga
- Ngāi Te Rangi
- Ngāti Ranginui
- Ngāti Awa
- Ngāti Manawa
- Ngāi Tai (Tauranga Moana/Mātaatua)
- Tūhoe
- Whakatōhea
- Te Whānau-ā-Apanui
- Ngāti Whare
- Ngā Pōtiki ā Tamapahore
- Te Upokorehe
- Ngāti Tūwharetoa ki Kawerau

Te Tai Rāwhiti (East Coast) Region

- Ngāti Porou
- Te Aitanga-a-Māhaki
- Rongowhakaata
- Ngāi Tāmanuhiri
- Te Aitanga ā Hauiti

Te Matau-a-Māui / Wairarapa (Hawke's Bay / Wairarapa) Region

- Rongomaiwahine (Te Māhia)
- Ngāti Kahungunu ki Te Wairoa
- Ngāti Kahungunu ki Heretaunga
- Ngāti Kahungunu ki Wairarapa
- Rangitāne (Te Matau-a-Māui/Hawke's Bay/Wairarapa)
- Ngāti Kahungunu ki Te Whanganui-a-Orotu
- Ngāti Kahungunu ki Tamatea
- Ngāti Kahungunu ki Tamakinui a Rua
- Ngāti Pāhauwera
- Ngāti Rākaipaaka
- Ngāti Hineuru
- Maungaharuru Tangitū
- Rangitāne o Tamaki nui ā Rua
- Ngāti Ruapani ki Waikaremoana
- Te Hika o Pāpāuma

Taranaki Region

- Te Atiawa (Taranaki)
- Ngāti Maru (Taranaki)
- Ngāti Mutunga (Taranaki)
- Ngā Rauru
- Ngā Ruahine
- Ngāti Ruanui
- Ngāti Tama (Taranaki)
- Taranaki
- Tangāhoē
- Pakakohi

Whanganui/Rangitīkei (Wanganui/ Rangitīkei) Region

- Ngāti Apa (Rangitīkei)
- Te Ati Haunui-a-Pāpārangi
- Ngāti Haua (Taumarunui)
- Ngāti Hauiti (Rangitīkei)
- Ngāti Whitikaupeka (Rangitīkei)
- Ngāi Te Ohuake (Rangitīkei)
- Ngāti Tamakōpiri (Rangitīkei)
- Ngāti Rangi (Ruapehu, Whanganui)
- Uenuku (Ruapehu, Waimarino)
- Tamahaki (Ruapehu, Waimarino)
- Tamakana (Ruapehu, Waimarino)

Manawatū / Horowhenua / Te Whanganui-a-Tara (Manawatū / Horowhenua / Wellington) Region

- Te Atiawa (Te Whanganui-a-Tara/Wellington)
- Muaūpoko
- Rangitāne (Manawatū)
- Ngāti Raukawa (Horowhenua/Manawatū)
- Ngāti Toarangatira (Te Whanganui-a-Tara/Wellington)
- Te Atiawa ki Whakarongotai
- Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)
- Ngāti Kauwhata
- Ngāti Tukorehe

Te Waipounamu / Wharekauri (South Island / Chatham Islands) Region

- Te Atiawa (Te Waipounamu/South Island)
- Ngāti Koata
- Ngāti Kuia
- Kāti Māmoe
- Moriori
- Ngāti Mutunga (Wharekauri/Chatham Islands)
- Rangitāne (Te Waipounamu/South Island)
- Ngāti Rārua
- Ngāi Tahu / Kāi Tahu
- Ngāti Tama (Te Waipounamu/South Island)
- Ngāti Toarangatira (Te Waipounamu/South Island)
- Waitaha (Te Waipounamu/South Island)
- Ngāti Apa ki Te Rā Tō

