

# Annual Disease Return & Levy Process Flow Chart

\* Colony numbers listed on an ADR are to show your apiary holdings as at 31 March

\*\* A colony return must be submitted if wanting an invoice updated. This return will reflect the number of colonies you have as at that day.

1 April  
Levy invoices are generated  
Annual Disease Returns & Colony Returns are enabled in [HiveHub](#) – due date 1 June

Have you completed your Annual Disease Return but don't currently have any bees?

YES

Will you be getting bees again in the spring?

YES

You need to stay registered and ensure your colony numbers are zero while submitting your ADR

Is my levy invoice correctly reflecting my number of colonies?

YES

Pay your levy invoice via c/card in [HiveHub](#) or make direct payment to our bank by 1 June

I have submitted my ADR and my colony numbers have not changed and my contact details are all correct

Pay your levy invoice via c/card in [HiveHub](#) or make payment direct to the Management Agency bank account by 1 June

## Did you know ...

An **apiary** is the location of one or more beehives.  
A **colony** consists of a Queen and worker honeybees.  
A **beehive** is the structure that houses the colony.

- We will accept a payment plan to pay your levy invoice, ensure you contact [levies@afb.org.nz](mailto:levies@afb.org.nz) as soon as possible to set one up
- Email your completed paper ADR to [apiary@afb.org.nz](mailto:apiary@afb.org.nz)

I have submitted my ADR and adjusted the apiary information to reflect my current holdings

Is my levy invoice correctly reflecting my number of colonies?

YES

Pay your levy invoice via c/card in [HiveHub](#) or make direct payment to our bank by 1 June

Do you have empty colony boxes out in the field?

NO

Store away all hive boxes and bee gear.  
NOTE: once deregistered, your registration number will always belong to you.

Log into [HiveHub](#) and submit a colony return declaring your colony numbers. Zero colonies will only be charged the base levy plus GST

Pay your levy invoice via c/card in [HiveHub](#) or make direct payment to our bank by 1 June

Submit your Annual Disease Return reflecting your zero colonies and select the deregistration option at the end of the return

Contact [levies@afb.org.nz](mailto:levies@afb.org.nz) requesting a revised invoice be sent

Allow a few days for a new invoice to be generated. Log into [HiveHub](#) to access your new invoice and make payment by 1 June