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Introduction

1. This is the concession Activity Return template for Beehives.

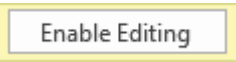

Location ID	Location description	E (E)	N (N)	Reason why hive location changed (not used)	Beehives on site (start date)	Beehives off site (end date)	Honey type	Yield (in Kg)	Number of hives	Fees per hive	\$ Total
e.g. 20510	e.g. Mount Richmond Forest Park	e.g. E1695762	e.g. N5387835	If location of hives was changed / not used, select the reason	DDMMYYYY	DDMMYYYY	Manuka / Non-Manuka	e.g. 70.50	e.g. 40	e.g. \$75.00	e.g. \$3,000
12345	Pete's Beehives	E1234567	N456789		1/1/2019	31/12/2020	Manuka	10.00	25	\$75.00	\$1,500.00
											\$0.00

2. All beehive Activity Return data must be electronically entered into the template and emailed to the email address it was mailed from ([e.g. hmohr@doc.govt.nz](mailto:hmohr@doc.govt.nz))
3. The template is designed for filling in on a desktop or laptop computer using Microsoft Excel. Being electronic, it should also help make your record keeping easier, avoiding the need for paper copies.
4. If you are using an iPad to fill in your template, check out the training videos for [EXCEL ON AN iPad](#).
5. To learn more about Microsoft Excel or to refresh your Excel skills, check out [Microsoft's guide: add or edit data](#)

Accessing your pre-populated Activity Return template

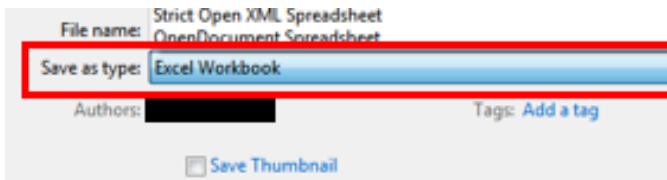
6. The template will be pre-populated with your specific location data and emailed to you in a reminder letting you know your Activity Return is due.
7. If you need it earlier, please email hmohr@doc.govt.nz and include your Permission number. This is documented in all correspondence with us.

Save the template to your computer


8. Before you begin data entry, save the template to your computer - somewhere you can find it - such as your desktop.
 - Click 
 - Then , Save as
9. We have already named it for you, so it is specific to you and the reporting period and meets our naming requirements.

Acceptable file type

10. File type must be saved as Excel Workbook (.xlsx) This is the only format acceptable.



Pre-populated data

 Department of Conservation <i>Te Papa Atawhai</i>	
BAR-Ver-2.06	
Permission number	12345-OTH
Concession holder name	Pete's Beehives
Activity return period start date	1/11/2019
Activity return period end date	31/10/2020

Permission number, concession holder name, activity return start date and end date will all be pre-populated with your details in the template provided.

- Location ID and location description are pre-populated based on your contract specifications. This data cannot be changed.

10		
11	Location id	Location description
12	<i>e.g. 20510</i>	<i>e.g. Mount Richmond Forest Park</i>
13	12345	Pete's Beehives

- If there is an error in location description, please let us know in the email when you submit your return.

Entering data

- To enter your return data, such as Beehives on site (start date), click on the cell and type.

Adding new Location ID and descriptions

- If you have other locations where hives are positioned, please add them in the next available blank line. Add the information into the 'Location Description' column. If you need to change the information entered, please use the 'backspace' key.



X and Y coordinates

15. X and Y coordinates are pre-populated based on your contract specifications.
16. If your hives are not located in the position as listed in the spreadsheet, or you add in extra locations please update the X and Y coordinates. X and Y coordinates must be presented as GPS standard NZTM format.

¹ NZTM coordinates	
E (X)	N (Y)
<i>e.g. E1695782</i>	<i>e.g. N5387835</i>
E1234567	N45323125


Reason why hive location changed/not used

17. If hive location has changed or is not being used, please select the reason why from the drop-down options.

² Reason why hive location changed /not used
<i>If location of hives was changed / not used, select the reason</i>

Hives on site

18. Hives on site. Add in the date the beehives went on site and the date the beehives were moved offsite relative to the period you are reporting. The spreadsheet will accept dates moved on site up to 60 days prior to the reporting period start. If your dates on site cannot be entered please contact the Permissions team.
19. If hives are on site permanently, your 'Beehives on site (start date)' is the same date as the Activity Return Period start date and your 'Beehives off site (end date)' is the same as the Activity Return end date.

	
BAR-Ver-2.08	
Permission number	33333-OTH
Concession holder name	Bee Ltd
Activity return period start date	1/09/2017
Activity return period end date	31/08/2018

Beehives on site (start date)	Beehives off site (end date)
<i>DD/MM/YYYY</i>	<i>DD/MM/YYYY</i>
1/09/2017	31/08/2018

Honey type and Yield

20. 'Honey type' should only be stated as Manuka or Non-Manuka.
21. 'Yield' is reported in Kilograms. Yield must be provided if your contract states that yield information is required.

Honey type	Yield (in Kgs)
<i>Manuka / Non-Manuka</i>	<i>e.g. 79.5 kg</i>

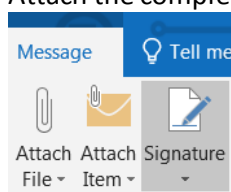
Number of hives, fee per hive and total dollars

22. Please record the 'Number of hives' at each location.
23. Fee per hive varies depending on the honey type. Details will be in your contract.
24. Total dollars. In most cases this will self-calculate based on the data you have entered. The only occasion this won't happen is if your contract does not require 'fee' per hive.

Number of hives	Fee per hive	\$ Total
<i>e.g. 40</i>	<i>e.g. \$75.00</i>	<i>e.g. \$3,000</i>
20	\$75.00	\$1,500.00

Template complete and ready to send

25. Once you're happy with the data entered, save it to your device.
26. Open the Activity Return reminder email that was sent to you with the template attached.
 - ✓ Click reply
 - ✓ Attach the completed Activity Return by clicking on the paperclip in the Outlook toolbar



- ✓ Then click on the document you want to attach.
- ✓ If you have anything else you want to tell us or ask about, please note it in the email.
- ✓ Press 'Send.'

Send

To...  Heike Mohr

Cc...

Bcc...

Subject RE: Activity Return for Permission No. 12345-OTH General Agriculture – Concessionaire Pete's Beehives, to 01-10-2018 from 30-09-2018

Attached  Permission No 12345-OTH Concessionaire Pete's Beehives - from 01-10-2018 to 30-09-2019.xlsx 107 KB

Dear DOC,

Permission No 12345-OTH
Return Period 01-10-2018 to 30-09-2019

Please find my attached completed activity return file

Cheers, Alan Howorth (Pete's Beehives)

From: Heike Mohr
Sent: Monday, 17 September 2018 2:10 p.m.
To: Alex Howorth <ahoworth@petesbeehives.co.nz>
Subject: Activity Return for Permission No. 12345-OTH General Agriculture – Concessionaire Pete's Beehives, to 01-10-2018 from 30-09-2018

From: hmohr@doc.govt.nz <hmohr@doc.govt.nz>
Sent: Monday, 17 September 2018 11:28 a.m.
To: Pete's Beehives <ahoworth@petesbeehives.co.nz>
Subject: Activity Return for Permission No. 12345-OTH General Agriculture – Concessionaire Pete's Beehives, to 01-10-2018 from 30-09-2018
Importance: High

Permission No: 12345-OTH

Hi

Our records show that your activity return for the following period is now due.

Activity period from 1st August 2017 to 31st July 2018.

Please submit a return by Friday the 28th September 2018.

If there were 'nil' activities (please give an explanation for this) OR our records are incorrect, simply confirm immediately by return email and our records will be updated accordingly.

Please ensure your permission number is quoted on all activity returns, correspondence and payments.

Nil Activity to report

27. If you have nil activity to report:

- ✓ open the email Activity return reminder that was emailed to you
- ✓ click 'reply' and type in the email you have had nil Activity for the Period
- ✓ please add a brief explanation as to why you are reporting nil activity for your return.

Support

28. If you have any questions about your Activity Return, call us on +64 27 205 0028 or email us at: transactioncentre@doc.govt.nz. If you are using an iPad to fill in the template, check out the [Training videos for Excel on an iPad](#)