

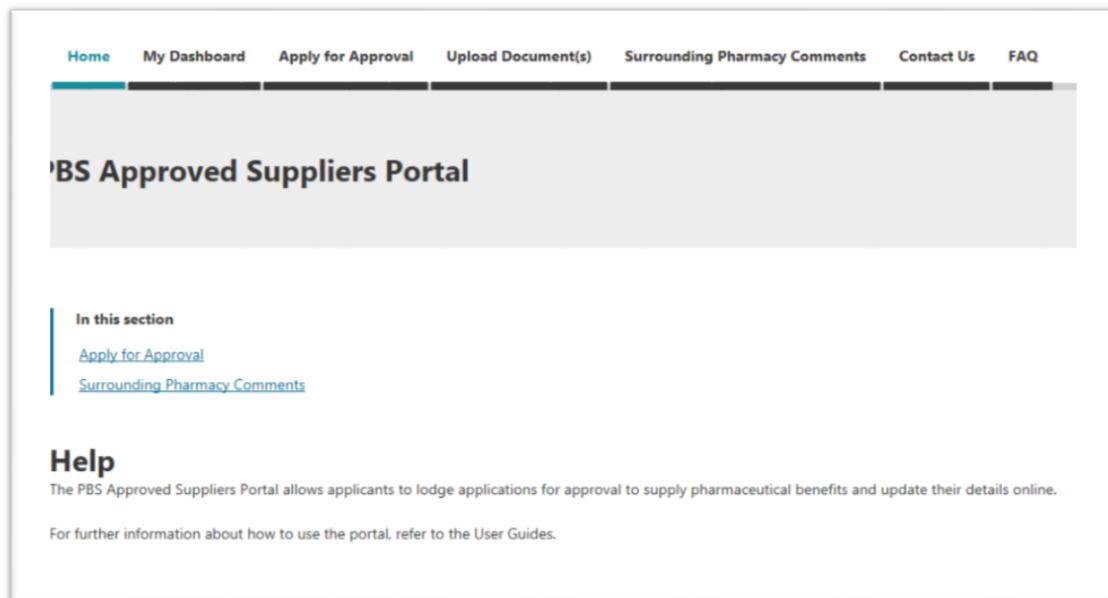
How to submit an online application to establish a new pharmacy


Purpose

This user guide provides instructions on how to navigate the PBS Approved Suppliers Portal, complete the online application form and submit an application to the Australian Community Pharmacy Authority to establish a new pharmacy to supply pharmaceutical benefits at particular premises.

For instructions on how to register and sign in, refer to the *PBS Approved Suppliers Portal User Guide pap101 – How to obtain an AUSkey, register and sign in*.

1. When you sign in to the PBS Approved Suppliers Portal, the Home screen will display:



 You can access the PBS Approved Supplier Portal functions by selecting one of the tabs in the navigation bar located across the top of the screen:

- My Dashboard
- Apply for Approval
- Upload Document
- Surrounding Pharmacy Comments
- Contact Us
- FAQ


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My Dashboard

- To see a list of your draft applications in progress or check the status of submitted applications, select 'My Dashboard' from the navigation bar.

The following screen will be displayed:

The screenshot shows the 'My Dashboard' page. At the top is a navigation bar with links: Home, My Dashboard (active), Apply for Approval, Upload Document(s), Surrounding Pharmacy Comments, Contact Us, and FAQ. Below the navigation bar is a breadcrumb trail: Home > My Dashboard. The main heading is 'My Dashboard'. Below it, a message states: 'You can select a draft, submitted or finalised application from the list below.' There is a dropdown menu labeled 'Portal Draft Applications' with a search box to its right. Below these elements is a table with the following headers: Tracking Number, Type, Proposed Premises, Status, Contact nominee, and Created On (with a downward arrow icon).

 If you need to continue working on a draft application in progress, you can select the draft application from this screen. You can also toggle between views of your draft, submitted and finalised applications by clicking the dropdown arrow next to the header.

Apply for approval

Start Application

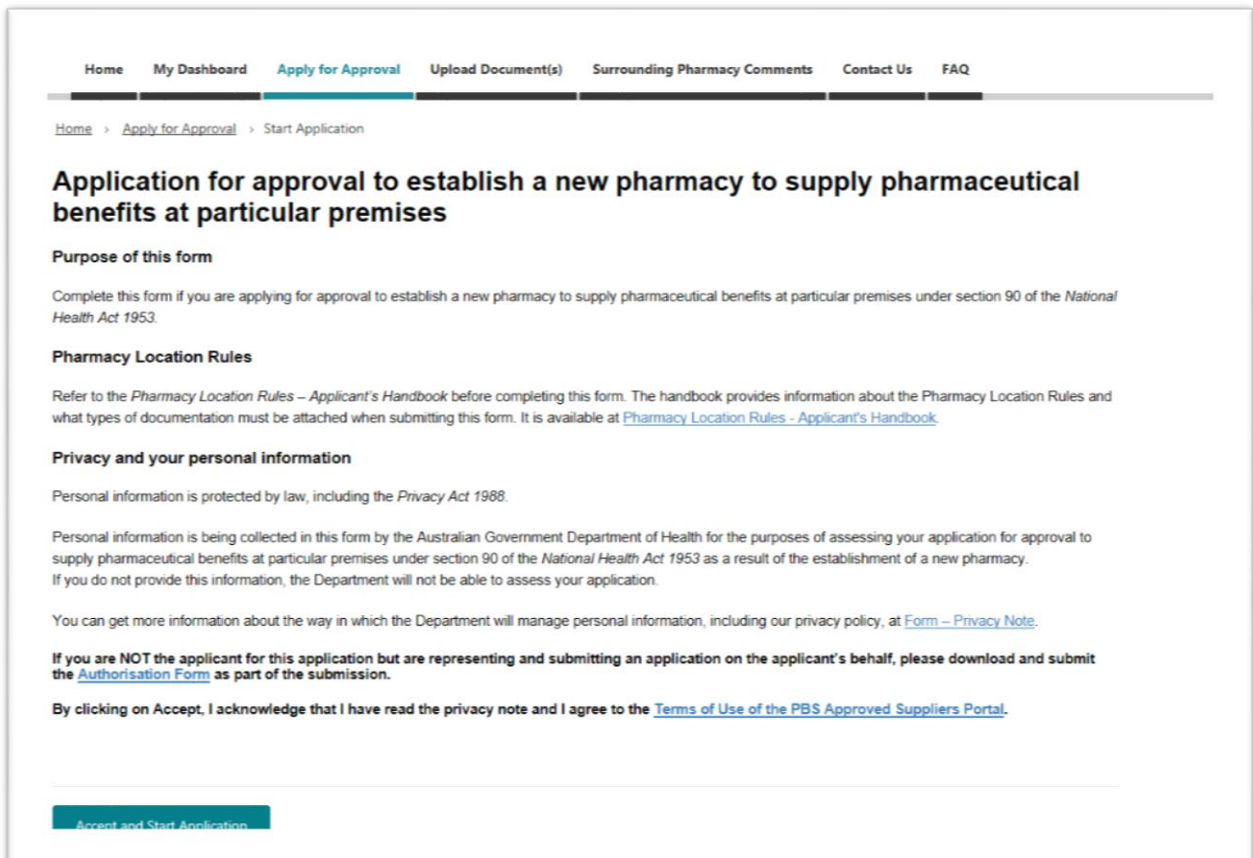
- To start a new application, select 'Apply for Approval' from the navigation bar.

The following screen will be displayed:


The screenshot shows the 'Apply for Approval' page. At the top is a navigation bar with links: Home, My Dashboard, Apply for Approval (active), Upload Document(s), Surrounding Pharmacy Comments, Contact Us, and FAQ. Below the navigation bar is a breadcrumb trail: Home > Apply for Approval. The main heading is 'Apply for Approval'. Below it, a message states: 'Please select an application for approval below:'. A note follows: 'If the application you wish to submit is not listed below, you will need to complete a PDF form and submit it via the Upload Document(s) section. Forms are available at PBS Approved Suppliers.' Below this note are four links: 'Application for approval to establish a new pharmacy to supply pharmaceutical benefits at particular premises', 'Application for approval to relocate (with change of ownership) an approved pharmacy supplying pharmaceutical benefits', 'Application for approval to relocate (without change of ownership) an approved pharmacy supplying pharmaceutical benefits', and 'Application for approval to change ownership of an approved pharmacy supplying pharmaceutical benefits (not involving relocation)'.

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4. Select the Application for approval to establish a new pharmacy to supply pharmaceutical benefits at particular premises.
5. The following screen will be displayed:



The screenshot shows a web application interface. At the top is a navigation bar with links: Home, My Dashboard, Apply for Approval (highlighted), Upload Document(s), Surrounding Pharmacy Comments, Contact Us, and FAQ. Below the navigation bar is a breadcrumb trail: Home > Apply for Approval > Start Application. The main heading is 'Application for approval to establish a new pharmacy to supply pharmaceutical benefits at particular premises'. Below this is a section titled 'Purpose of this form' with text explaining the form's purpose under section 90 of the National Health Act 1953. This is followed by 'Pharmacy Location Rules' and 'Privacy and your personal information' sections, each with explanatory text and links to external documents like the 'Pharmacy Location Rules - Applicant's Handbook' and 'Form - Privacy Note'. At the bottom, there is a green button labeled 'Accept and Start Application'.

 Please read the information contained in this screen to ensure you have selected the correct application type.

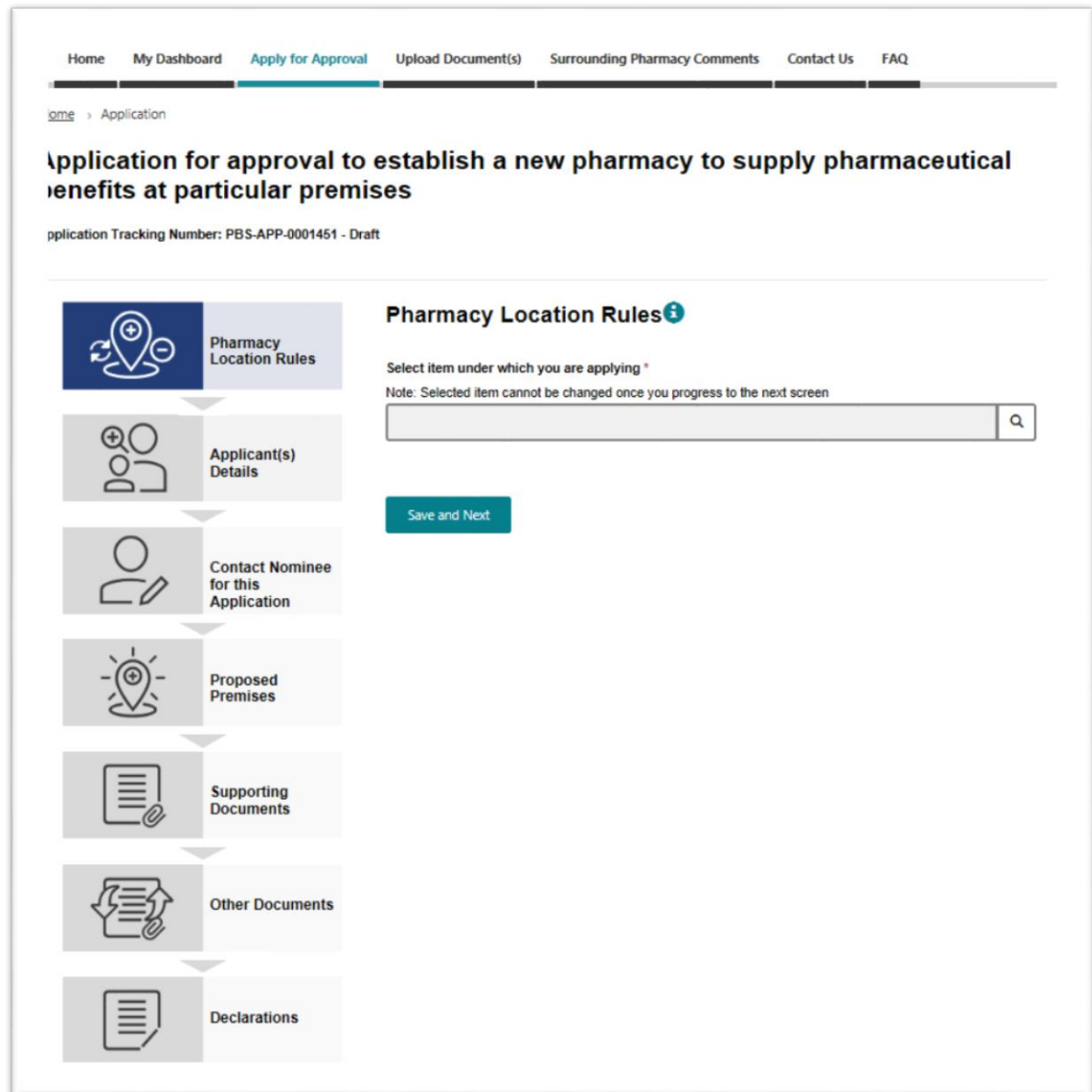
6. To proceed, you must read and agree to the *Terms of Use of the PBS Approved Suppliers Portal*. Acknowledge this requirement by selecting:

Accept and Start Application

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Application - Pharmacy Location Rules

7. The following screen will be displayed:




The screenshot shows the 'Apply for Approval' section of the PBS Approved Suppliers Portal. The navigation bar includes links for Home, My Dashboard, Apply for Approval (highlighted), Upload Document(s), Surrounding Pharmacy Comments, Contact Us, and FAQ. The breadcrumb trail shows 'ome' > Application. The main heading is 'Application for approval to establish a new pharmacy to supply pharmaceutical benefits at particular premises'. Below this, the application tracking number is 'PBS-APP-0001451 - Draft'.

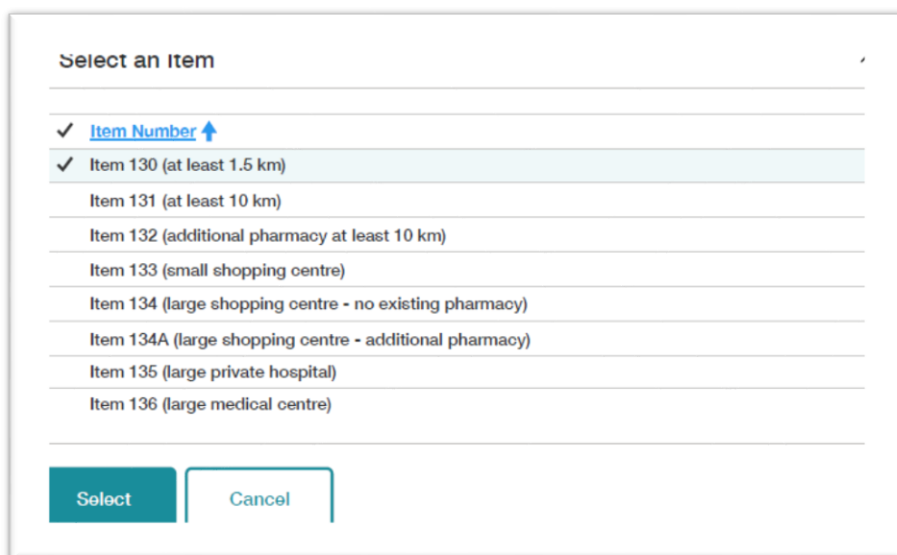
On the left, a vertical list of steps is shown with icons and labels: Pharmacy Location Rules (selected), Applicant(s) Details, Contact Nominee for this Application, Proposed Premises, Supporting Documents, Other Documents, and Declarations.

The 'Pharmacy Location Rules' section on the right contains the heading 'Pharmacy Location Rules' with an information icon. Below it, a prompt says 'Select item under which you are applying *'. A note states 'Note: Selected item cannot be changed once you progress to the next screen'. There is a search input field with a magnifying glass icon. A 'Save and Next' button is located below the search field.


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8. Select the search icon 

The following selection box will be displayed:



Select an Item

<input checked="" type="checkbox"/>	Item Number 
<input checked="" type="checkbox"/>	Item 130 (at least 1.5 km)
<input type="checkbox"/>	Item 131 (at least 10 km)
<input type="checkbox"/>	Item 132 (additional pharmacy at least 10 km)
<input type="checkbox"/>	Item 133 (small shopping centre)
<input type="checkbox"/>	Item 134 (large shopping centre - no existing pharmacy)
<input type="checkbox"/>	Item 134A (large shopping centre - additional pharmacy)
<input type="checkbox"/>	Item 135 (large private hospital)
<input type="checkbox"/>	Item 136 (large medical centre)


Select Cancel

9. If the Item of the Pharmacy Location Rules under which you wish to apply is **not** listed, you have selected the wrong application type from the Apply for Approval screen. You will need to select:




and navigate back to the Apply for Approval screen to select the correct application type.

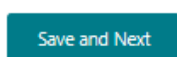
10. If the Item of the Pharmacy Location Rules under which you wish to apply is listed, select the relevant Item and select:



11. You will be returned to the Pharmacy Location Rules screen and your selected item will be displayed.

 Check the Item selected is correct, because it cannot be changed once you continue to the next section. If you need to change the Item after you have moved to the next section, you will need to start a new application from the Apply for Approval screen.

12. To continue select:



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Application – Applicant(s) Details

13. The following screen will be displayed:

Applicant(s) Details

Applicant(s)

An applicant must be a person registered as a pharmacist by the Pharmacy Board of Australia, a friendly society or other body of persons (whether corporate or unincorporate), able to carry on business as a pharmacist under the law of the relevant state or territory. If the applicant is a trustee of a trust, the applicant must be qualified to provide pharmacy services. Applicant details must be consistent with the AHPRA register.

Add a Pharmacist
Add an Organisation

Applicant(s) ↑	Applicant Type	Registration Number
Please use the Add a Pharmacist or Add an Organisation buttons to add applicant(s)		

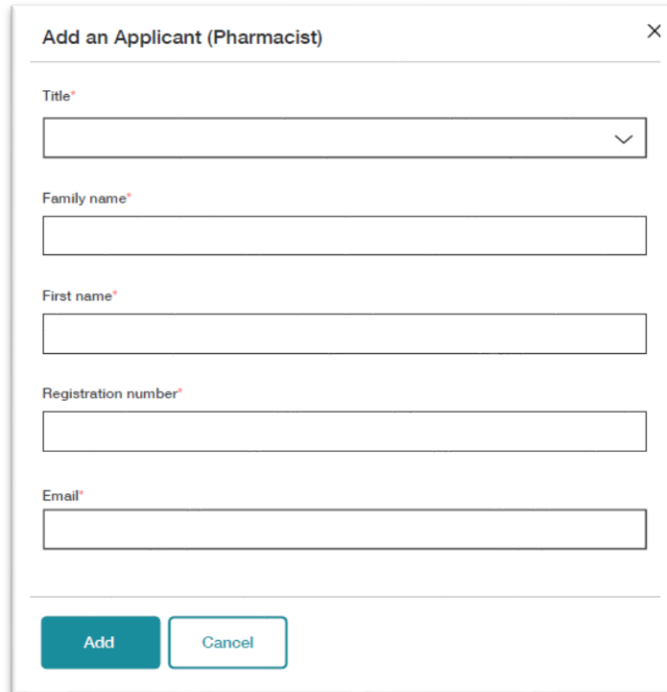
Previous
Save and Next

14. You can add individual pharmacists or organisations (company, Friendly Society or trustee of a trust) as applicants. To add an Applicant Pharmacist, select

Add a Pharmacist

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The following dialogue box will be displayed



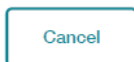
The dialog box is titled "Add an Applicant (Pharmacist)" and has a close button (X) in the top right corner. It contains the following fields:

- Title***: A dropdown menu with a downward arrow.
- Family name***: A text input field.
- First name***: A text input field.
- Registration number***: A text input field.
- Email***: A text input field.

At the bottom of the dialog box are two buttons: a teal "Add" button and a white "Cancel" button with a teal border.

15. Complete Applicant (Pharmacist) details.

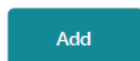
16. If you do **not** want to save the Applicant Pharmacist details, select



A white button with a teal border and the text "Cancel".

You will be returned to the Applicant(s) Details screen and the applicant will **not** be added to the application.

17. To save the Applicant Pharmacist details, select



A teal button with the text "Add".

You will be returned to the Applicant(s) Details screen and the applicant will be added to the application.

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18. To add an Applicant Organisation, select

Add an Organisation

19. The Organisation screen will display.

Applicant Details

Organisation Type *

Company
Friendly Society
Trustee of a Trust

Add Cancel

20. Select one of the three organisation types, type in the name of the organisation and click 'Add'

21. Add your authorised person(s) for the organisation e.g. Director(s) of the company.

Applicant Details

Organisation Type *

Company

Organisation Name *

Capital Test Pharmacy

Authorised Person(s)

Add an Authorised Person

Authorised Person(s) ↑

Registration Number

Please use the Add Authorised Person button to add an authorised person.

Save Cancel

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22. Complete the mandatory fields and click 'Add'

Add an Authorised Person

Title *

Family Name *

First Name *


Registration Number *


Email *

Add

Cancel

23. Once all authorised person(s) have been added, select 'Save'

24. To edit or remove an applicant from the Applicant(s) Details screen, select  adjacent to the relevant applicant's name and you will be given the option to edit or remove the applicant from the application.



Edit

Remove

25. Select Save and Next to progress to the next section

Contact Nominee for this Application

This section is for you to provide details of either an applicant or other nominated representative who is permitted to act on behalf of the applicant(s) and deal with the Australian Government Department of Health on all matters relating to this application.


26. This section will default to the user logged on however this is editable. Ensure all mandatory fields are complete and select 'Save and Next'.

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Proposed Premises

This section is for you to provide details of the proposed premises. Ensure all mandatory fields are complete.

27. Anticipated opening date can be completed by clicking on the calendar and selecting the date or by typing the date in the box. Date format must be DD/MM/YYYY.


 Anticipated opening date cannot be in the past, same day as submission, weekend or ACT public holiday.

Supporting Documents

This section requires documentation to support your application.

28. The Portal will request for supporting documents, based on your previous selections (i.e. item number, type of applicant). The screen below is what you may see depending on your application.

Applicant(s) Documents

Mandatory	Applicant(s) ↑	Applicant Type	Provided
Yes	Capital Test Pharmacy	Company	No 


Pharmacy Location Rules: Item Documents

Mandatory	Documents	Provided	
Yes	Applicant proposed premise operating hours undertaking (136(e))	No	Attach
Yes	At least 8 full-time PBS prescribers and minimum 7 PBS prescribers must be prescribing medical practitioners (136(d))	No	Attach
Please provide at least 1 documents	Medical centre in small shopping centre and proposed premise minimum 300m away from approved premises (136c(i))	No	Attach
	Medical centre not in small shopping centre and proposed premise minimum 300m away from approved premises (136c(ii))	No	Attach
Yes	Not Approved premise	No	Attach
Yes	Legal right to occupy	No	Attach
Yes	Council approval to operate pharmacy	No	Attach
Yes	Evidence that the proposed premises would be accessible by the public	No	Attach

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29. Applicant(s) Documents require evidence of authorised person(s) e.g. ASIC documentation. Select the arrow to attach your documentation. All uploads must be under 50MB.
30. Pharmacy Location Rules will require evidence for the item you are applying for. Please ensure you have attached all mandatory documentation. All uploads must be under 50MB.
31. Click 'Save and next' to progress to the next section.

Other Documents

32. Attach any other documentation you think is relevant to the application, by clicking on the 'Attach' button e.g. Authority form. This is not mandatory.
33. Click 'Save and next' to progress to the Declaration section.
-  After progressing from this section to the Declaration section, you cannot go back to make any changes. Please ensure all the details are correct before progressing.

Declarations

34. Click the 'View Application Summary' button to bring up your declaration.
35. Print to PDF to download
36. Sign the declaration, and upload as an attachment by selecting



37. Check the box to confirm declaration and click 'Submit'
38. The following screen will appear once successfully submitted.

Application Tracking Number: PBS-APP-0001524 - Submitted

Thank You!

This application has been successfully sent.

Your Tracking Id is PBS-APP-0001524

This tracking ID has been emailed to the contact nominee for this application. Once the Department of Health has registered your complete application form, the registration number will be generated and sent to the contact nominee's email address.

[Exit to My Dashboard](#)