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:

![Home screen of PBS Approved Suppliers Portal]

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
My Dashboard

2. 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:

- 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

3. To start a new application, select ‘Apply for Approval’ from the navigation bar.

The following screen will be displayed:
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:

![Application for approval to establish a new pharmacy](image)

1. 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:
Application - Pharmacy Location Rules

7. The following screen will be displayed:
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8. Select the search icon

The following selection box will be displayed:

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:

   ![Select an Item]

   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:
Application – Applicant(s) Details

13. The following screen will be displayed:

**Applicant(s) Details**

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.

<table>
<thead>
<tr>
<th>Applicant(s)</th>
<th>Applicant Type</th>
<th>Registration Number</th>
</tr>
</thead>
</table>

Please use the Add a Pharmacist or Add an Organisation buttons to add applicant(s).

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.
The following dialogue box will be displayed

15. Complete Applicant (Pharmacist) details.

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

You will be returned to the Applicant(s) Details screen and the applicant will be added to the application.
18. To add an Applicant Organisation, select

![](Add an Organisation)

19. The Organisation screen will display.

![](Organisation screen)

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.
22. Complete the mandatory fields and click ‘Add’

![Add an Authorised Person](image)

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](image)

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.

<table>
<thead>
<tr>
<th>Applicant(s) Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pharmacy Location Rules: Item Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

⚠️ Please provide at least 1 document

| Mandatory | Documents | Provided |
| Medical centre in small shopping centre and proposed premise minimum 300m away from approved premises (136(c)) | No | Attach |

| Medical centre not in small shopping centre and proposed premise minimum 300m away from approved premises (136(b)) | No | Attach |

| Not Approved premise | No | Attach |
| Legal right to occupy | No | Attach |
| Council approval to operate pharmacy | No | Attach |
| Evidence that the proposed premises would be accessible by the public | No | Attach |
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.
   ① 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.