How to submit an online application to relocate an approved pharmacy (with or without change of ownership)

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 relocate an approved 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 register and sign in.

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

1. 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
How to submit an online application to relocate an approved pharmacy (with or without change of ownership)

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:
How to submit an online application to relocate an approved pharmacy (with or without change of ownership)

4. Select either:
   - Application for approval to relocate (with change of ownership) an approved pharmacy supplying Pharmaceutical benefits; or
   - Application for approval to relocate (without change of ownership) an approved pharmacy supplying Pharmaceutical benefits

5. The following screens will be displayed for Application for approval to relocate (with or without change of ownership) depending on selection:
How to submit an online application to relocate an approved pharmacy (with or without change of ownership)

Please read the information contained in this screen to ensure you have selected the correct application type. Ensure you have downloaded the relevant forms i.e. Current owner(s) declaration form or the Authorisation form (if applicable).

6. To proceed, you must read and agree to the Terms of Use of the PBS Approved Suppliers Portal. Acknowledge this requirement by selecting:
How to submit an online application to relocate an approved pharmacy (with or without change of ownership)

Application - Pharmacy Location Rules

7. The following screen will be displayed:

Application for approval to relocate (with change of ownership) an approved pharmacy supplying pharmaceutical benefits

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 button]

   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:

   ![Select button]

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

   ![Check icon]

   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. If you are claiming an exemption you can make a selection by clicking on the search icon for that field.

13. To continue select:

   ![Save and Next button]
14. Ensure all mandatory fields are completed on the following screen:

15. To continue select:
Application – Applicant(s) Details

16. The following screen will be displayed:

17. To add an Applicant Pharmacist, select

Add a Pharmacist
18. The following dialogue box will be displayed

![Add an Applicant (Pharmacist)](image)

19. Complete Applicant (Pharmacist) details.

20. 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.

21. 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.
22. To add an Applicant Organisation, select

Add an Organisation

23. The Organisation screen will display.

24. Select one of the three organisation types, type in the name of the organisation and click ‘Add’.

25. Add your authorised person(s) for the organisation e.g. Director(s) of the company.
26. Complete the mandatory fields and click ‘Add’

27. Once all authorised person(s) have been added, select ‘Save’

28. 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.

29. 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.

30. This section will default to the user logged on however this is editable. Ensure all mandatory fields are complete and select ‘Save and Next’.
How to submit an online application to relocate an approved pharmacy (with or without change of ownership)

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

31. 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.

32. 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>

Pharmacy Location Rules: Item Documents

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Documents</th>
<th>Provided</th>
<th>Attach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Applicant proposed premises operating hours undertaking (136(a))</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>At least 2 full-time PBS prescribers and minimum 7 PBS prescribers must be prescribing medical practitioners (130(d))</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>Please provide at least 1 documents</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>Medical centre in small shopping centre and proposed premise minimum 300m away from approved premises (136c(i))</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>Medical centre not in small shopping centre and proposed premise minimum 300m away from approved premises (136c(ii))</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>Not Approved premise</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>Legal right to occupy</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>Council approval to operate pharmacy</td>
<td>No</td>
<td>Attach</td>
</tr>
<tr>
<td>Yes</td>
<td>Evidence that the proposed premises would be accessible by the public</td>
<td>No</td>
<td>Attach</td>
</tr>
</tbody>
</table>
How to submit an online application to relocate an approved pharmacy (with or without change of ownership)

33. 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.

34. 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.

35. Click ‘Save and next’ to progress to the next section.

Other Documents

36. 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.

37. 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

38. Click the ‘View Application Summary’ button to bring up your declaration.

39. Print to PDF to download

40. Sign the declaration, and upload as an attachment by selecting

41. Check the box to confirm declaration and click ‘Submit’

42. The following screen will appear once successfully submitted.