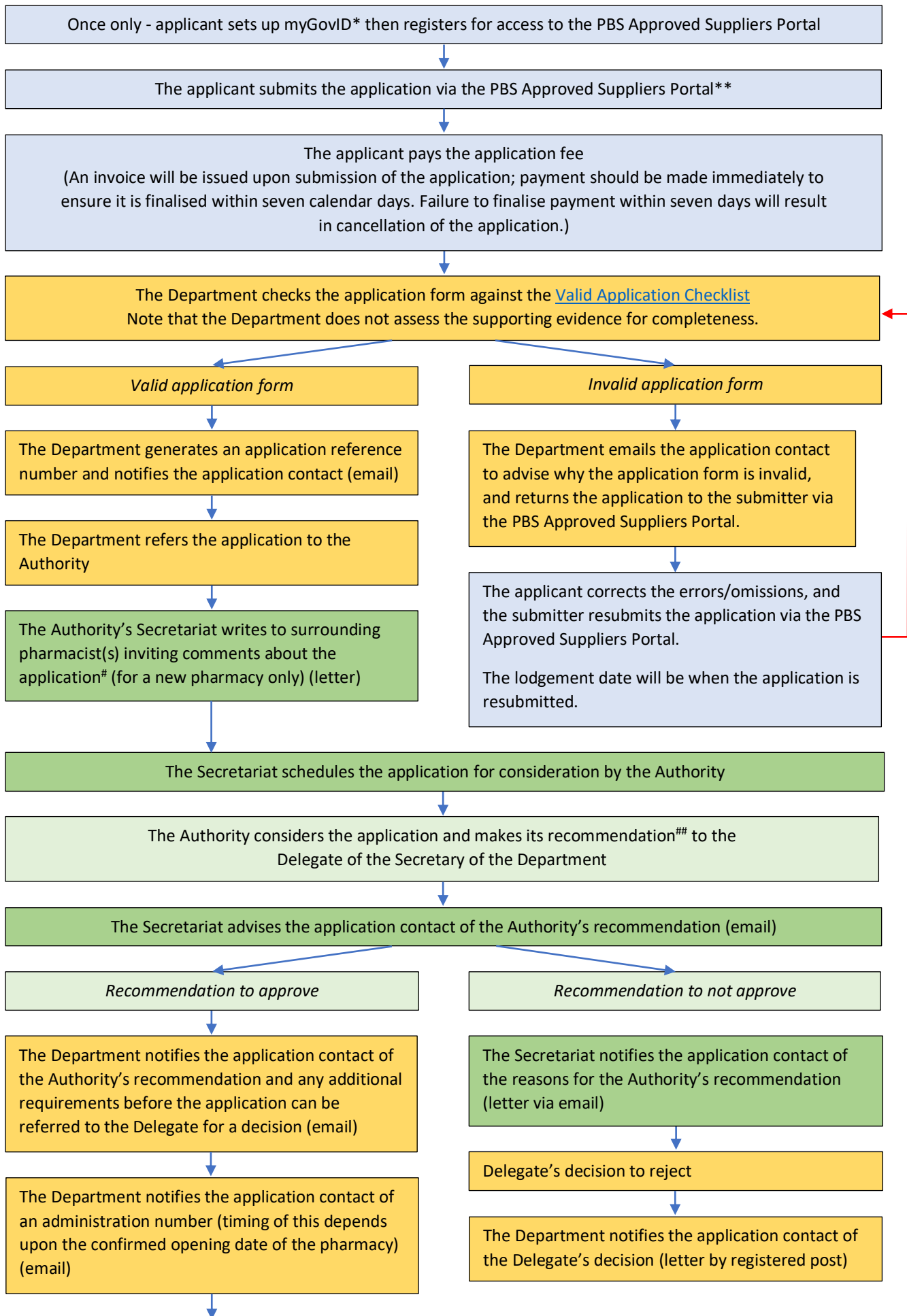


Application for approval to establish a new pharmacy or relocate an approved pharmacy



Delegate's decision



The Department notifies the application contact of the Delegate's decision and, if approved, issues the approval number and certificate (letter via email)

The Secretariat provides notice of the Authority's recommendation to any surrounding pharmacists who commented about the application (via email approximately two weeks after the recommendation is made)

Where the Authority defers making a recommendation on the application, the Secretariat notifies the application contact via email and requests additional information

* First time users of the PBS Approved Suppliers Portal will be required to set up myGovID. Instructions on how to set up myGovID and link to a business are available from the [myGovID website](#).

** Instructions on how to register for, and submit an application via, the PBS Approved Suppliers Portal are available from the Department's website at [PBS Approved Suppliers](#).

Abbreviations

Authority	Australian Community Pharmacy Authority
Department	Australian Government Department of Health
Secretariat	Secretariat of the Australian Community Pharmacy Authority