

# Valid Application Checklist

## Explanatory notes

This application checklist applies to applications for approval to:

- establish a new pharmacy
- relocate an approved pharmacy (with or without change of ownership)
- change ownership of an approved pharmacy
- expand or contract the size of an approved pharmacy.

### Lodgement date

The lodgement date of an application will be recorded as the date and time a valid application is submitted. If an application is incomplete and/or has not been completed correctly in accordance with the application checklist (below), you will be asked to resubmit your application with the omissions/errors rectified. The lodgement date and time will be recorded as the date and time your application is resubmitted.

### Difference between an authorised person and an appointed representative

The terms 'authorised person' and 'appointed representative' each have a distinct meaning in the PBS approved suppliers application process.

An *authorised person* is a pharmacist named in the application who is officially associated with, and authorised to act in relation to, an organisation, such as a company director.

An *appointed representative* is someone appointed by the applicant(s) to prepare and submit an application on behalf of the applicant pharmacist(s) or organisation(s) with multiple authorised persons.

### Appointment of a representative to prepare and submit an application

The [Appointment of a representative to prepare and submit an application form](#) (the appointment of a representative form) is required when the applicant pharmacist(s) or organisation(s) with multiple authorised persons appoint a representative to prepare and submit an application on their behalf.

- If an application involves one applicant pharmacist/authorised person only, the applicant may *choose* to appoint a representative to complete and submit the application on his or her behalf.
- If an application involves multiple applicant pharmacists and/or authorised persons, a representative *must* be appointed to complete and submit the application on behalf of all applicant pharmacists and/or authorised persons.

The appointed representative can be one of the applicant pharmacists/authorised persons or someone else appointed by the applicant(s) to act on their behalf. The appointed representative will use their login credential to sign in to the PBS Approved Suppliers Portal to complete and submit the application.

The appointed representative must be the person submitting the application via the PBS Approved Suppliers Portal, and all applicants named in the application, whether they be applicant pharmacists or authorised persons for an organisation, must sign the appointment of a representative form.

### Applicant(s) Details

An applicant can be an individual pharmacist or an organisation (i.e. company, friendly society or trustee of a trust) or a combination of applicant types.

Applicant pharmacist(s) and/or authorised person(s) for an organisation must be qualified to provide pharmacy services, and details provided must be consistent with the AHPRA register and the existing pharmacy approval (if applicable).

If an applicant is an organisation, person(s) officially associated with that organisation must be added to the application as authorised persons (not applicants\*), for example:

- If the applicant is a company, the director(s) must be added as authorised person(s).
- If the applicant is a friendly society, the board member(s) must be added as authorised person(s).
- If the applicant is a trustee of a trust, either the individual pharmacist(s) or the director(s) of the company acting as trustee for the trust must be added as authorised person(s).

\* An authorised person for an organisation should not be added again as an applicant unless that person is applying for approval in his or her own right in addition to the organisation.

For change of ownership applications, the applicant(s) will be the incoming owner(s).

If an application involves bringing in a partner by selling a share of the pharmacy business, the current owner(s) must be listed in the application as current owner(s) and as applicant(s). Current owner(s) details must be consistent with the existing pharmacy approval.

The names of the applicants (and any other information you provide in your application regarding ownership, trading name and address of pharmacy) must be consistent with the details that you provide to the relevant state or territory pharmacy approval authority when seeking their approval to operate a pharmacy business at the proposed premises.

### **Supporting documentation for an applicant organisation**

The supporting documentation for an applicant organisation must be attached to the application and will depend upon the organisation type:

- If an applicant is a company, you must attach evidence confirming the authority of the authorised person(s) to act in relation to the company (e.g. ASIC company extract that lists the directors of the company).
- If an applicant is a friendly society, you must attach an official document listing all board members.
- If an applicant is a trustee of a trust, you must attach evidence of the relationship between the trust and the trustee (e.g. trust deed).

The supporting documentation must be consistent with and substantiate the information provided in the 'Applicant(s) details' section of the PBS Approved Suppliers Portal.

### **Current owner(s) declaration**

If your application involves a change of ownership, the [Current owner\(s\) declaration form](#) must be attached to your application. All of the current pharmacy business owners must sign the current owner(s) declaration. By current pharmacy business owners, we mean all current approved pharmacists, whether they be individual pharmacists or authorised persons for an organisation (i.e. company directors and/or friendly society approved representatives). The details provided in the current owner(s) declaration must be consistent with the existing pharmacy approval.

### **Declarations**

The PBS Approved Suppliers Portal will not allow an application to be submitted until the:

- check box in the 'Declarations' section has been checked to indicate that the Declaration has been made; and
- if applicable, the appointment of a representative form and/or the current owner(s) declaration form have been attached to the application.

### **Applications to expand or contract the size of an approved pharmacy**

If your application is for approval to expand or contract the size of an approved pharmacy, you will need to request the application form by emailing [pbsapprovedsuppliers@health.gov.au](mailto:pbsapprovedsuppliers@health.gov.au). The Department will email the PDF application form to you, along with the *Notification of payer details* form, which must be attached to an expand/contract application to allow the Department to collect the application fee.

## Checklist

If your application contains any errors or omissions in relation to the following requirements, you will be asked to resubmit your application. The lodgement date and time will be revised to when your application is resubmitted.

Requirement	✓
<p>1. Appointment of a representative form is attached (if applicable)  <i>The <a href="#">appointment of a representative form</a> must be attached when the applicant pharmacist(s) or organisation(s) with multiple authorised persons appoint a representative to prepare and submit an application on their behalf. This form is to be attached to your application at the 'Declarations' section of the PBS Approved Suppliers Portal</i></p>	<p><input type="checkbox"/> Attached</p> <p>or</p> <p><input type="checkbox"/> I am the sole applicant/authorised person and I am submitting the application myself.</p>
<p>2. Applicant(s) details entered correctly  <i>An applicant can be an individual pharmacist or an organisation. For details about how to enter applicant(s) details correctly, refer to the explanatory notes above and the relevant <a href="#">guide for submitting an application</a>.</i></p>	<p><input type="checkbox"/> Applicant(s) details have been entered in accordance with the explanatory notes above and the relevant guide for submitting an application.</p>
<p>3. Pharmacist(s) details are consistent with the AHPRA register.</p>	<p><input type="checkbox"/> Consistent</p>
<p>4. Applicant(s) and/or current owner(s) details are consistent with the existing pharmacy approval (if applicable).</p>	<p><input type="checkbox"/> Consistent</p> <p>or</p> <p><input type="checkbox"/> My application does not involve an existing pharmacy approval.</p>
<p>5. Supporting documentation for an applicant organisation is attached (if applicable)  <i>Supporting documentation for applicant organisation(s) listed in your application must be attached. The supporting documentation must substantiate the information you have provided in the 'Applicant(s) details' section of the PBS Approved Suppliers Portal.</i></p>	<p><input type="checkbox"/> Attached</p> <p>or</p> <p><input type="checkbox"/> My application does not involve an organisation.</p>
<p>6. Current owner(s) declaration is attached (if applicable)  <i>If your application involves a change of ownership, the <a href="#">Current Owner(s) Declaration form</a> must be attached to your application at the 'Declarations' section of the PBS Approved Suppliers Portal. All current owner(s) must sign this declaration. Current owner(s) details must match the existing pharmacy approval.</i></p>	<p><input type="checkbox"/> Attached</p> <p>or</p> <p><input type="checkbox"/> My application does not involve a change of ownership.</p>
<p>7. Notification of payer details form is attached (if applicable)  <i>If your application is for approval to expand or contract the size of an approved pharmacy, the Notification of payer details form must be attached to your application.</i></p>	<p><input type="checkbox"/> Attached</p> <p>or</p> <p><input type="checkbox"/> My application does not involve expanding or contracting the size of an approved pharmacy.</p>