



Australian Government

Department of Health

Changes to the pharmacy approval application processes commencing 9 October 2019 – information for pharmacists

September 2019

The PBS Approved Suppliers Portal has been developed to allow applicants to lodge applications for approval to supply pharmaceutical benefits, view the status of their applications and update their details online.

With the introduction of the PBS Approved Suppliers Portal on **9 October 2019**, a number of changes to application processes will come into effect.

Authorised representatives

A new *Authorised representative form* has been developed and will be available for downloading from the PBS Approved Suppliers Portal when commencing an application. This form must be completed to allow an authorised representative to prepare and submit an application on behalf of the applicant(s).

An authorised representative can be one of the applicants, the contact nominee named in the application, or another person authorised by the applicant(s) to prepare and submit an application on their behalf.

The *Authorised representative form* must include the details of the authorised representative, and be signed by all applicants named in the application.

When completed and signed, the form must be attached to the application at the 'Upload Documents' section of the PBS Approved Suppliers Portal.

The *Authorised representative form* will be required for each separate application submitted by an authorised representative.

The PBS Approved Suppliers Portal will indicate that the declaration can be completed by the duly authorised representative submitting the application on behalf of the applicant(s).

Current owner(s) declaration for applications involving a change of ownership

A separate *Current owner(s) declaration form* has been developed and will be available for downloading from the PBS Approved Suppliers Portal when commencing an application. When completed and signed, this form must be attached to the application at the 'Declarations' section of the PBS Approved Suppliers Portal.

Applications for approval to change ownership of a pharmacy (not involving relocation)

The requirements for approval to change ownership of a pharmacy will be updated as follows:

- If a trust is involved in an application, evidence of the relationship between the trust and the nominated trustee (such as the trust deed for the trust) must be provided.
- Lessor agreed documentation of intent to occupy premises will no longer be required.
- Evidence of legal right to occupy the premises will still be required and, if applicable, should include evidence of landlord's consent.
- For Queensland applicants, a copy of the form submitted to Queensland Health for a change of ownership must be provided.
- The wording 'anticipated opening date' will be changed to 'anticipated settlement date'.
- Cancellation of the existing approval will be from close of business on the day immediately prior to the confirmed settlement date.
- Commencement of the new approval will be on the confirmed settlement date.
- The current owner(s) declaration and the applicant(s) declaration will both be amended to clearly indicate the date of effect of cancellation of the current approval and commencement of the new approval.

Applications for approval to relocate an approved pharmacy

The form will no longer include the option to select 'transitional provision (legal right pre 3/10/2018 and application made pre 3/04/2019)'.

Contact Us

If you have any questions about the above or the PBS Approved Suppliers Portal, please email details of your enquiry to pbsapprovedsuppliers@health.gov.au.