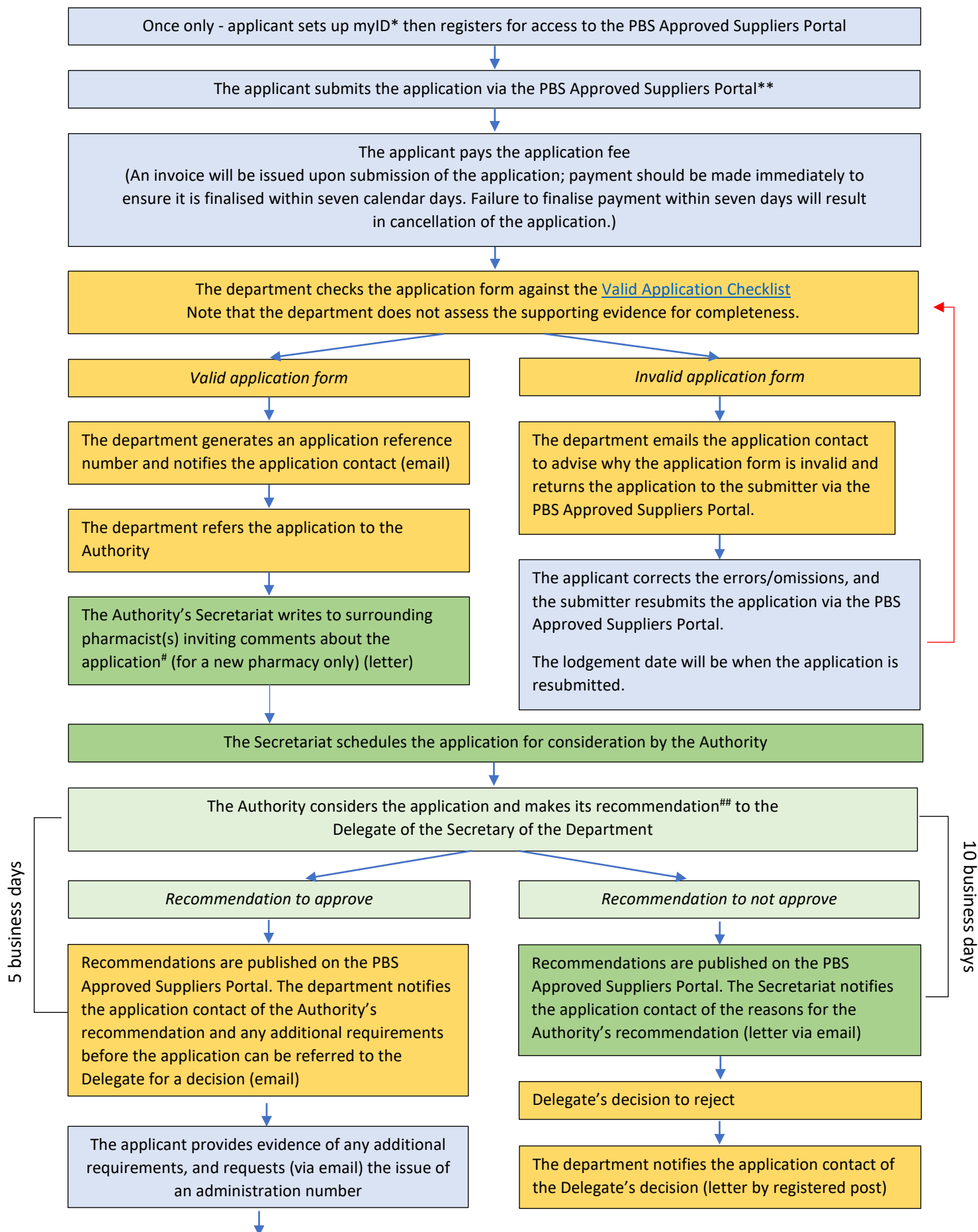


Application for approval to establish a new pharmacy or relocate an approved pharmacy



The department notifies the application contact of an administration number (timing of this depends upon the confirmed opening date of the pharmacy) (email)



Delegate's decision made



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 within five business days

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

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

Abbreviations

Authority	Australian Community Pharmacy Authority
department	Australian Government Department of Health, Disability and Ageing
Secretariat	Secretariat of the Australian Community Pharmacy Authority