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

Once only - applicant sets up myID\* then registers for access to the PBS Approved Suppliers Portal The applicant submits the application via the PBS Approved Suppliers Portal\*\* The applicant pays the application fee (An invoice will be issued upon submission of the application; payment should be made immediately to ensure it is finalised within seven calendar days. Failure to finalise payment within seven days will result in cancellation of the application.) The department checks the application form against the Valid Application Checklist Note that the department does not assess the supporting evidence for completeness. Invalid application form Valid application form The department generates an application reference The department emails the application contact number and notifies the application contact (email) to advise why the application form is invalid and returns the application to the submitter via the PBS Approved Suppliers Portal. The department refers the application to the Authority The applicant corrects the errors/omissions, and the submitter resubmits the application via the PBS The Authority's Secretariat writes to surrounding Approved Suppliers Portal. pharmacist(s) inviting comments about the application# (for a new pharmacy only) (letter) The lodgement date will be when the application is resubmitted. The Secretariat schedules the application for consideration by the Authority The Authority considers the application and makes its recommendation## to the Delegate of the Secretary of the Department 10 business days Recommendation to approve Recommendation to not approve Recommendations are published on the PBS Recommendations are published on the PBS Approved Suppliers Portal. The department notifies Approved Suppliers Portal. The Secretariat notifies the application contact of the Authority's the application contact of the reasons for the recommendation and any additional requirements Authority's recommendation (letter via email) before the application can be referred to the Delegate for a decision (email) Delegate's decision to reject The applicant provides evidence of any additional The department notifies the application contact of requirements, and requests (via email) the issue of the Delegate's decision (letter by registered post) an administration number

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)

<sup>#</sup> 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