2. Establish new or relocate existing pharmacy department

Registration of Premises

Applicant completes VP22 application for REGISTRATION of pharmacy department premises

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VPA assesses application and issues agreement in principle

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Applicant may commence construction only when VPA approvals (agreement in principle) obtained

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Applicant notifies VPA when premises completed and ready to trade by completing VP36 self-certification and paying registration fee

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VPA conditionally registers premises (conditional on satisfactory inspection)

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VPA inspects premises by appointment

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Applicant certifies actions taken to address matters raised on inspection report

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VPA removes conditions from premises registration

Licencing of Owner

Applicant completes VP17 application for pharmacy department LICENCE

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VPA assesses application and approves if applicant eligible

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Applicant may commence construction only when VPA approvals (agreement in principle) obtained

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Applicant notifies VPA of commencement of business by completing VP40a form and paying licence fee

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VPA conditionally licenses owner (conditional upon satisfactory inspection)

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VPA inspects premises by appointment

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Applicant certifies actions taken to address matters raised on inspection report

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VPA removes conditions from licence