



Victorian Pharmacy Authority

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Carlton Vic 3053

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APPLICATION FOR A LICENCE TO CARRY ON A PHARMACY BUSINESS

[SECTION 36 PHARMACY REGULATION ACT 2010]

INFORMATION SHEET

Applicants should complete the application form that corresponds to their eligibility status.

Applications may be lodged by post or email. Faxed applications will not be accepted. If emailed, separate documents are to be submitted as separate PDF files. Emailed applications may only be sent to applications@pharmacy.vic.gov.au.

A separate application is required for each pharmacy premises for which the applicant seeks a licence to carry on a pharmacy business.

ALL questions should be answered– partly completed forms or forms with questions answered ‘Not applicable’ or ‘N/A’ will not be accepted.

Form VP11 – to be completed when the applicant is a registered pharmacist.

Form VP12 – to be completed when the applicant is a company registered under the Corporations Act:

- (i) whose directors are all registered pharmacists; and
- (ii) in which all the shares and the beneficial and legal interest in those shares are held by registered pharmacists.

Form VP13 – to be completed when the applicant is a company registered under the Corporations Act that:

- (i) immediately before 1 July 1999 was registered or incorporated as a Friendly Society under a Friendly Societies Code of a State or Territory that was in force at that time; and
- (ii) is a company limited by guarantee or shares or by guarantee and shares; and
- (iii) has at least 100 members; and
- (iv) whose members have equal voting rights on a poll or at a meeting or equal voting rights to elect a representative to vote on their behalf; and
- (v) whose objects include the provision of health or welfare facilities or services for its members or their dependants; and
- (vi) whose undistributed surplus if the company were wound up is to be distributed among its members at the time of winding up or transferred to another person or body with a similar structure and objects; and
- (vii) is able to satisfy the Authority that:
 - the company is not carrying on business for the dominant purpose of securing a profit or pecuniary gain for its members; and
 - any object or intention of the company to provide a dividend to its shareholders or members is a limited and not dominant purpose of the company; and
 - the property and income of the company is applied towards the objects of the company

Form VP14 – to be completed when the applicant is a company registered under the Corporations Act that is a wholly owned subsidiary of a company referred to in VP13 above

Form VP15 – to be completed when the applicant is a company registered under the Corporations Act that:

- (i) satisfies the requirements of VP13 (ii) to (vii) above; and
- (ii) is an amalgamation of 2 or more companies that comply with VP13 above.

Form VP 17 – To be completed when the applicant is a registered funded agency, registered community health centre, private hospital, or privately-operated hospital within the meaning of the Health Services Act 1988 that is acting in accordance with the provisions of the Health Services Act 1988.

Any other entity should contact the office of the Victorian Pharmacy Authority for advice