REQUIREMENTS FOR FILING A PHARMACY PREMISES LICENCE APPLICATION

IMPORTANT: You must complete and submit all of the requested information. Failure to submit all the required documents will delay the processing of your application. Should the information you provide require more space than provided in the relevant sections, please make photocopies. You will be informed of deficiencies in your application, which must be addressed within 30 days of notification. Failure to do so will render your application null and void and you will be required to complete and submit a new application.

CHECKLIST

All Applicants

[ ] Complete Form PL01: Sections A; B; C; D; E; H; I; J;

[ ] Complete Form PL02 - appointment of a responsible pharmacist; attach proof of current registration with the South African Pharmacy Council;

[ ] Complete Form PL03 – compliance of premises to prescribed norms & standards in accordance with applicable Legislation;

[ ] Professionally drawn site plan;

[ ] Professionally drawn floor plans of pharmacy, drawn according to scale;

Refer to Section 2:31 of the Good Pharmacy Practice manual, 2010 edition;

[ ] Lease agreement / intent to sign lease agreement;

[ ] Change of Ownership applications: purchase/sale agreement; franchise agreement; current premises licence (original);

[ ] Relocation applications: current premises licence (original);

[ ] Non-refundable application fee of R1000-00, payable to the South African Pharmacy Council:

Banking details:

Bank: Standard Bank
Account type: Cheque account
Account No.: 011 885 866
Branch code: 010145
Beneficiary Ref.: Pharmacy Name
Individual Owner

[ ] Complete Form PL01 – Section F;
[ ] Copy of ID document;
[ ] Copy of owner’s professional registration/s with relevant statutory body.

Partnerships:

[ ] Complete Form PL01 – Section F;
[ ] Copies of ID documents of each partner.

Close Corporations

[ ] Complete Form PL01 – Section G;
[ ] Latest CK2 documents;
[ ] Copy of each member’s professional registration/s with relevant statutory body.

Companies

[ ] Complete Form PL01 – Section G;
[ ] Certificate of incorporation;
[ ] Latest CM29 documents;
[ ] Change of name (if applicable);
[ ] Proof of current CIPC registration

[ ] Schedules from the auditors certifying the names of the directors and shareholders, if necessary;
[ ] Copy of each director’s professional registration/s with relevant statutory body.
LICENSING PROCESS

- The licensing process will take a minimum of 3 months from date of receipt of a complete application (including the correct fee).
- Your application will be acknowledged in writing on receipt of a complete application.
- The premises in respect of an application to licence a new community pharmacy premises, or the relocation of an existing pharmacy will be subjected to a visit by the Department and GPP approval by the South African Pharmacy Council.
- The application will be assessed by a committee - taking into account all the information provided in the application, the inspection report and the GPP recommendation of Council - whose recommendation will be forwarded to the Director-General or other senior official of the Department to whom the function may be delegated.
- The Director-General, or delegated senior official, is entitled to issue or refuse such a licence application. On approval, a licence shall be issued. If an application is declined, a letter of refusal will be issued.
- A copy of the licence/letter will be faxed or emailed (if requested) and the original posted via registered mail.

**NB:** Falsification of information or documents required is grounds for refusal or subsequent withdrawal of a licence

LEGISLATIVE REQUIREMENTS

Please note the following

- Once a licence is issued, the pharmacy must be recorded within 30 days with the South African Pharmacy Council.
- In terms of Section 14(h) of the Act, Council may refuse to record a person or pharmacy that does not comply with the prescribed conditions.
- The recorded pharmacy must be operational within 90 days thereafter.
- The Director-General may withdraw a licence should the licence holder not comply with any applicable Legislation and Regulations.
- Should you wish to cancel your licence, kindly inform the Department and Council; return the original licence to the Department.

**NB:** The application form is an official document. Only a copy of the original form may be used. The use of replicas or amended forms will render the application null and void.