
PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

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Communiqué

26 May 2015

Alteration to Plans lodged with the Board

Where an application for new premises, a relocation of premises, or significant alterations is made to the Board, the process is:

- Application and all supporting documentation (including plans) to be lodged with the Board.
- On the basis of the plans considered the Board will approve or seek amendments to the application for commencement of works.
- When the works are completed and prior to the “with effect” date, the Board seeks photos of the completed works, referenced to the approved plan, as well as the “Notification of Completion Form”, which is a Statutory Declaration form, to notify the Board that the alterations / extensions to the pharmacy premises are complete.

Recently, the Board has noted at times the completion photos show non approved changes have been made. Plans may have changes made that are not in accord with the original plans approved by the Board. The Board appreciates that during construction, there may need to be small changes made that are required due to structural or other issues.

Sometimes these changes have impacted on areas such as areas for private consultation, access to scheduled medicines and other significant matters. This has the potential for the need for new plans resulting in increased costs for the applicant and potential delays on opening dates.

Accordingly if changes are proposed to be made to premises and/or plans lodged and approved by the Board, you should notify the Board of the proposed changes as soon as you are made aware, to ensure the premises will be compliant. Failure to send amended plans may attract a further application for alteration fee, and delays until the Board can approve the alterations.

The Board reminds all pharmacists of the guidelines for plans which can be found at: <http://pharmacyboardwa.com.au/uploads/Main/GuidelinesforPlansofRegisteredPremises.pdf>

Change to Proprietary Interests

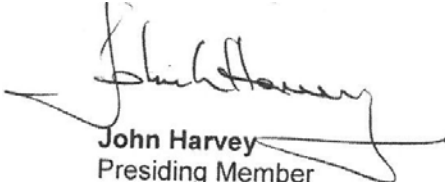
Under the Pharmacy Act 2010, premises may be owned in entities such as companies, partnerships, or trusts (refer to ownership guidelines at:

http://pharmacyboardwa.com.au/uploads/Main/Ownership_Guidelines.pdf)

Where premises are owned in such entities, the underlying ownership, being through shareholdings or beneficial ownership as a beneficiary of a trust, is considered to be a proprietary interest. In accordance with Section 55 of the Pharmacy Act 2010, a pharmacist must not own, or hold a proprietary interest in, more than 4 pharmacy businesses at any time.

Where there is a change in shareholdings in a pharmacist controlled company, or changes to beneficiaries in an eligible trust, which does not change the owners, but rather their percentage interest, this is not considered to be a change of ownership and hence no application is required by the Board. However, it is considered to be a change in proprietary interests and as such, the Board must be notified.

Where the change in shareholdings or beneficial interest under a trust occurs because of the removal of a pharmacist or the introduction of a new pharmacist into the entity, this would be considered to be a change of ownership and an application form must be lodged with the Board.



John Harvey
Presiding Member