

---

# Pharmacy Registration Board of Western Australia

(A.B.N. 75 635 660 854)

---

Mr Guy Brandon  
Registrar

PO Box 8124  
Perth BC WA 6849

Ms Sue Errington-Wood  
Assistant Registrar

Level 4, 130 Stirling Street  
Perth WA 6000

Telephone: (08) 9328 4388  
Email: [pharmacyboard@hbwawa.com.au](mailto:pharmacyboard@hbwawa.com.au)  
Website: [www.pharmacyboardwa.com.au](http://www.pharmacyboardwa.com.au)

## GUIDELINES FOR CLOSURE OF A PHARMACY BUSINESS

### Closure of a pharmacy business includes:

- **Closure of a pharmacy business and relocation to new premises**  
Ceasing the operation of a pharmacy business at registered premises and commencing the operation of the pharmacy business at new registered premises.
- **Closure of a pharmacy business and vacation of premises**  
Ceasing the operation of a pharmacy business at registered premises and vacating the premises.
- **Closure of a pharmacy business and staying at premises**  
Ceasing the operation of a pharmacy business at registered premises and continuing or commencing the operation of another business at the same premises.

### The Pharmacy Registration Board of Western Australia requires a pharmacy proprietor who is ceasing the operation of a pharmacy business at registered premises to:

- Advise the Registrar in writing of this intention at least 14 days before the planned date for closure.  
*Pharmacy Act 2010 - Section 52*
- Remove or obliterate all signs and notices referring to the practice of pharmacy within seven (7) days of closing the pharmacy business and provide the Registrar with photographic evidence of this action within 10 days of closing the pharmacy business.  
*Pharmacy Act 2010 - Section 60*
- Arrange for the removal of internet references to the practice of pharmacy at the location of the ceased pharmacy business within seven (7) days of closing the pharmacy business and provide the Registrar with confirmation of this requirement within 10 days of closing the pharmacy business.

Internet references include those under the control of the pharmacy proprietor, such as a pharmacy business website, and those under the control of a third party, such as shopping centre or marketing group websites, that include references to the pharmacy business.

- Return the *Certificate of Registration as a Pharmacy* to the Registrar within 10 days of closing the pharmacy business.  
*Pharmacy Act 2010 - Section 65*
- Provide the Registrar with preferred email and postal addresses for future correspondence.
- Forward correspondence to The Registrar, Pharmacy Registration Board of Western Australia, Post Office Box 8124, Perth Business Centre WA 6849.

**The Pharmacy Registration Board of Western Australia refers a pharmacy proprietor who is ceasing the operation of a pharmacy business at registered premises to all relevant authorities including:**

- The Medicines and Poisons Regulations Branch, Department of Health, Western Australia.
- Australian Government Department of Health – Pharmaceutical Benefits Scheme – Approved Suppliers  
*Pharmaceutical Benefits Scheme*
- The Pharmacy Board of Australia  
*Code of Conduct, Closing or relocating a practice*
- The Australian Securities and Investments Commission.  
*Business Name Registration*

**The Pharmacy Registration Board of Western Australia advises a pharmacy proprietor who is ceasing the operation of a pharmacy business at registered premises that penalties may be imposed for failure to meet the requirements of Section 52, Section 60 and/or Section 65 of the Pharmacy Act 2010.**

*The information contained in this document is not intended in any way to replace or paraphrase any Act or Regulation. The onus of meeting the obligations imposed upon all pharmacists under the various Acts and Regulations falls on the pharmacists concerned.*