

---

# Pharmacy Registration Board of Western Australia

Level 4, 130 Stirling Street, Perth WA 6000

Telephone: (08) 9328 4388 | Email: [Applications\\_Admin@pharmacyboardwa.com.au](mailto:Applications_Admin@pharmacyboardwa.com.au)

Website: [www.pharmacyboardwa.com.au](http://www.pharmacyboardwa.com.au)

---

## GUIDELINES FOR PLANS OF REGISTERED PREMISES

### ALL PLANS of premises are required to –

1. be drawn in black ink, on one side only, on A3 paper or in a digital format
2. be drawn to scale in metric measurement, preferably 1:50 or 1:100
3. include the following TITLE information in BLOCK lettering on the bottom right corner-
  - a. BUSINESS NAME of premises
  - b. for existing premises, REGISTRATION NUMBER of premises
  - c. type of plan such as PREMISES, BUILDING or LOCATION
  - d. style of plan such as FLOOR or ELEVATION
  - e. SCALE of plan
  - f. DATE of plan

### A SET of plans comprises -

1. the **PREMISES**
2. if the premises do not comprise the whole of a building, the **BUILDING** where the premises are situated that highlight the location of the premises within the building. For the **BUILDING** plan:
  - a. the premises needs to be highlighted;
  - b. the common area accessed via a service door to be highlighted;
  - c. all entrances to and exits from the premises need to be shown; and
  - d. the purpose of each entrance and/or exit needs to be shown

### A plan of the **PREMISES** must clearly show -

1. the perimeter and total area of the premises in square metres
2. the perimeter of the dispensary outlined with a coloured border and total area of the dispensary in square metres
3. the perimeter for private consultation between a pharmacist and consumer including the dimensions of any privacy screens
4. if applicable, the perimeter and total area of each non-pharmacy business operating at the premises in square metres
5. all entry and exit points and the purpose of each entry and/or exit point
6. fixed fittings including a description and the dimensions of any barriers used to prevent consumer access to Schedule 2 medicines and Schedule 3 medicines
7. the storage area(s) for Schedule 2 medicines
8. the storage area(s) for Schedule 3 medicines
9. the storage area(s) for Schedule 3 Restricted medicines (if applicable) and Schedule 4 medicines
10. the storage area(s) for Schedule 8 medicines
11. the dispensary sink, confirming hot and cold water available
12. the cold-chain refrigerator and any additional vaccine refrigerators, including any COVID-19 vaccine refrigerators
13. all dispensing stations

**Notes:**

- With respect to Item 2, a minimum floor area of 10 square metres is required for new premises and registered premises undergoing a significant alteration.
- With respect to Item 3, an area for private consultation is required for new premises and registered premises undergoing a significant alteration. As a minimum, dedicated prescription reception and counselling points fitted with privacy screens at least 800 mm apart and rising not less than 600 mm above the bench or that are otherwise arranged or located to provide privacy are required. They should be designed to encourage routine use for all prescription transactions. A password-protected screen and keyboard is recommended in each. The counselling area must be located such that there is a minimum of 2 metres from any area accessed by other members of the public. In all cases, please ensure all fixtures and fittings to be used in this area are included on the plan.

The Board notes that a number of pharmacies are incorporating more than one counselling area within the pharmacy, as they expand services into such areas as vaccinations, blood glucose testing etc. When these rooms/areas are being used for long consultations, clinics or for other uses, it is essential there is another area in the pharmacy which is suitable for private counselling of prescriptions. Where any of these consultation rooms/areas are being used as an area for private consultation, as per Clause 7 of Schedule 1 of the *Pharmacy Regulations 2010 (WA)*, then adequate arrangements should be in place to ensure that:

- confidential discussions can occur between a pharmacist and a consumer in privacy; and
  - consumers' medicines are not able to be seen by a third-party while being stored or provided to the client.
- With respect to Item 6, refer to the Board's [Guidelines for Safe Storage of Medicines in Pharmacies](#). The use of fins as barriers are looked at on a case-by-case basis.
  - With respect to Item 12, refer to the Board's [Storage of COVID-19 vaccines in pharmacies](#).