

**A GUIDE TO THE APPLIANCE CONTRACTOR APPLICATION PROCESS
(New Pharmacy, Relocation or Change of Service)**

<i>Section 1</i>		
<i>Determining Validity of Application</i>		
Process		Notes
Completed appropriate application form		Form A For Use By Persons Other Than Chemists
Applicant has submitted a <u>scale</u> map showing exact location of proposed premises along with any supporting documentation and provided evidence of title, lease, legal or equitable interest		<p>It would be helpful if Applicants provide an email address and contact telephone number to facilitate swift resolution of queries.</p> <p>Return to Applicant detailing problems or request appropriate copies of documentation</p>
Once the legal aspects of the application have been confirmed, a letter will be issued by the BSO to the Applicant offering them a final opportunity to submit any additional supporting information within 15 working days of the date of the letter.		<ul style="list-style-type: none"> • Any documentation received from the Applicant or other sources after the 15 day period from the date of the letter, will not be considered by the PPC unless there are exceptional circumstances which could not have been foreseen or information has been specifically requested by the Strategic Performance and Planning Group (SPPG), Department of Health (DoH) • Any documentation received may be made available to others on request under the Freedom of Information Act
<i>Section 2</i>		
<i>Notifications/Written Representations</i>		
Notification sent to Applicant, SPPG, DoH, Interested Parties and CPNI		Notification letters sent by email within 5 working days of completion of section 1
Closing date for receipt of representations		30 days from notification date
Copies of Representation sent to Applicant		All copies to be sent within 10 working days of closing date.
<i>Section 3</i>		
<i>Preparation of File for SPPG, DoH</i>		
File sent to SPPG, DoH		

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<i>Section 4</i> <i>SPPG, DoH– Pharmacy Practices Committee</i>		
SPPG, DoH convenes PPC meeting and invites Applicants and Objectors		No additional written information may be submitted
Decision taken at PPC meeting		Written notification of decision to BSO following PPC meeting
<i>Section 5</i> <i>Notification of Decision</i>		
PPC Decision Received by BSO		
Notification sent to Applicant & Interested Parties		Notification provided within 14 days of date of decision
Closure date for Appeals		21 days from date of notification
<i>Section 6</i> <i>Appeals</i>		
Appeal received within period of appeal		Letter to Appellant, Applicant and SPPG, DoH. The file is prepared and sent to the National Appeals Panel (NAP). NAP is independent of the SPPG, DoH

Further information can be obtained from:

The Business Services Organisation
Pharmacy Department
2 Franklin Street
Belfast
BT2 8DQ