

**A GUIDE TO THE MINOR RELOCATION APPLICATION PROCESS FOR CHEMIST CONTRACTORS**

<i><b>Section 1</b></i> <i><b>Determining Validity of Application</b></i>		
<b>Process</b>		<b>Notes</b>
<b>Completed appropriate application form</b>		<b>Form A(MR) For use by Chemists</b>
<b>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</b>		<p align="center">It would be helpful if Applicants provide an email address and contact telephone number to facilitate swift resolution of queries.</p> <p align="center">Return to Applicant detailing problems or request appropriate copies of documentation</p>
<b>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.</b>		<ul style="list-style-type: none"> <li>• 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)</li> <li>• Any documentation received may be made available to others on request under the Freedom of Information Act</li> </ul>
<i><b>Section 2</b></i> <i><b>Notifications/Written Representations</b></i>		
<b>Notification for information purposes only sent to Applicant, SPPG, DoH and Interested Parties</b>		<b>Notification letters sent by email within 5 working days of completion of section 1</b>
<b>Notification letter sent to CPNI for comment</b>		<b>Notification letter sent by email within 5 working days of completion of section 1</b>
<b>Copies of Representation from CPNI sent to Applicant</b>		<b>Copy of CPNI representation to be sent within 10 working days of receipt.</b>

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***Section 3***  
***Preparation of File for SPPG, DoH***

<b>File sent to SPPG, DoH</b>		<b>Must contain copy of representation from CPNI</b>
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***Section 4***  
***SPPG, DoH PPC Meeting***

<b>PPC meets to consider application</b>		<b>No additional written information may be submitted</b>
<b>Decision taken at PPC meeting</b>		<b>Written notification, via email, of decision to BSO following PPC meeting</b>

***Section 5***  
***Notification of Decision***

<b>PPC Decision Received by BSO</b>		
<b>Notification sent to Applicant &amp; Interested Parties</b>		<b>Notification provided within 14 days of date of decision</b>
<b>Closure date for Appeals</b>		<b>21 days from date of notification</b>

***Section 6***  
***Appeals***

<b>Appeal received within period of appeal</b>		<p><b>Letter to Appellant, Applicant and SPPG, DoH. The file is prepared and sent to the National Appeals Panel (NAP)</b></p> <p><b>NAP is independent of the SPPG, DoH</b></p>
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Further information can be obtained from:

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