

**A GUIDE TO THE TEMPORARY 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>
Completed appropriate application form		Form A(TR) For Use By Chemists
Fully Completed?		It would be helpful if Applicants provide an email address and contact telephone number to facilitate swift resolution of queries. Return to Applicant detailing problems
<i><b>Section 2</b></i> <i><b>Notifications/Written Representations</b></i>		
Notification for information purposes only sent to Applicant and Strategic Performance and Planning Group (SPPG), Department of Health (DoH)		Notification letters sent by email within 5 working days of completion of section 1
<i><b>Section 3</b></i> <i><b>Preparation of File for SPPG, DoH</b></i>		
File sent to SPPG, DoH		
<i><b>Section 3</b></i> <i><b>SPPG, DoH PPC Meeting</b></i>		
PPC meets to consider application		No additional written information may be submitted
Decision taken at PPC meeting		Written notification of decision to BSO following PPC meeting
<i><b>Section 4</b></i> <i><b>Notification of Decision</b></i>		
Board Decision Received by BSO		
Notification sent to Applicant		Notification provided within 14 days of date of decision

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Further information can be obtained from:  
The Business Services Organisation  
Pharmacy Department  
2 Franklin Street  
Belfast  
BT2 8DQ