

A GUIDE TO THE TEMPORARY RELOCATION APPLICATION PROCESS FOR APPLIANCE CONTRACTORS

<i>Section 1</i> <i>Determining Validity of Application</i>		
Process		Notes
Completed appropriate application form		Form A(TR) For Use By Persons Other Than Chemists
Fully Completed?	No	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>Section 2</i> <i>Notifications/Written Representations</i>		
Notification for information purposes only sent to Applicant, CPNI, Strategic Performance and Planning Group (SPPG) and Department of Health (DoH)		Notification letters sent by email within 5 working days of completion of section 1
<i>Section 3</i> <i>Preparation of File for SPPG, DoH</i>		
File sent to SPPG, DoH		
<i>Section 4</i> <i>SPPG, DoH PPC Meeting</i>		
PPC meets to consider application		No additional written information may be submitted
Decision taken at PPC meeting		Written notification, via email of decision to BSO following PPC meeting
<i>Section 5</i> <i>Notification of Decision</i>		
Board Decision Received by BSO		
Notification sent to Applicant		Notification provided within 14 days of date of decision

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