Guidance on completing your application

Introduction to this guidance
The registration guidance notes should provide you with all the information you require to successfully complete the registration process. Please read this document carefully before contacting the General Pharmaceutical Council (GPhC) with any queries.

Registration process
The registration/restoration will take up to six weeks from receipt of a correctly completed application (including the correct fee). If you are applying to restore temporary premises at a site and your facility at that site has previously been inspected we may be able to process your application sooner. However, all applications for registration/restoration are sent to the relevant inspector and it is for the inspector to determine whether a further inspection is necessary.

As premises are only registered on the 1st and 15th of the month please ensure that your application is received in plenty of time to permit an inspection of the proposed facility by the Inspector before the proposed opening date. Please note following receipt of the Inspector’s recommendation to register the premises, the pharmacy will be not be registered until the following 1st or 15th of the month (whichever is sooner).

You must not open the pharmacy to sell or supply Pharmacy (P) medicines or Prescription Only Medicines (POMs) until you have been notified by the premises team that your pharmacy has been registered or you have checked yourself that your pharmacy appears on the online register.

Names of Directors – Body Corporate
If a Body Corporate is applying, please provide a list of all Directors with this application.

Plans
The plans you submit must:
- Identify the dimensions of the registered area (please indicate area in m²).
- Be drawn to scale.
- Identify the dimensions of the dispensary (please indicate in m²).
- Clearly show the internal layout showing the areas in which medicinal products are intended to be sold or supplied, assembled, prepared, dispensed or stored.
- Detail the postal address of the building in which the premises is situated.
- Detail any other relevant information including access points.
- If the premises does not occupy the entire building please supply a separate plan of the premises location within the building.
Payment
Both card and BACS payments are accepted, however to ensure that your application is processed more swiftly we would recommend that you pay by card.

If paying by BACS please ensure that you enter the postcode of the new pharmacy as the payment reference. If any other reference is used this may delay your application being approved.

Registerable activities
The GPhC can only register a premises as a pharmacy where the owner’s service model from that pharmacy includes one of the following:

1. The sale of Pharmacy (P) medicines

2. The supply of P medicines or Prescription Only Medicines (POMs) against prescriptions. The supply of medicines against prescriptions requires the product to be labelled for a specific patient as a dispensed medicinal product.

3. The supply of P medicines or Prescription Only Medicines (POMs) against prescriptions written by veterinary practitioners for the treatment of animals under the ‘cascade’.

Pharmacy relocation
Do not complete this form if you are relocating a premises for refurbishment purposes to a temporary location. Please complete the standard application form to register a new pharmacy.

Voluntary removal
In the voluntary removal section of the form you must indicate the date the premises are to be removed from the register. You can apply to restore your registration for the duration of the event, six weeks in advance of the next event.

ından guidance notes, the application form is on the following page
Application cover sheet

I have included in my application for registration (please tick):

☐ Application form (fully completed in block capitals)
☐ A description of the premises to which the application relates
☐ One set of A4 size plans of the premises layout – Please see the guidance notes for details
☐ A completed payment form
☐ A Nomination of Superintendent form is required if a Body Corporate making this application does not currently own registered pharmacy premises

Please ensure you have fully completed the application form and submitted the correct documentation as detailed above. If your application is incomplete or missing documentation it will be returned to you. If the application is returned to you more than once, a fee of £50 will be charged to resubmit your application.

Please sign below to indicate that you have read and understood the application guidance notes, and that all required documents are included with this application:

Signature __________________________ Date ____________
Please tick as appropriate:

I am applying to register temporary premises at the address below and these premises have not been registered before: □

I am applying to restore the temporary premises that have been previously registered at the address below: □ Previous premises registration number

1. Details of pharmacy premises to be registered/restored
   For information about our privacy policy visit our website www.pharmacyregulation.org/privacy-policy

1.1. Trading name

1.2. Address

   Postcode

1.3. Date premises ready for inspection

   This date should be at least 3 weeks before the intended opening date.

1.4. Proposed opening date

   The proposed opening date is the date the premises will begin its registerable activities.
2. Body Corporate/ NHS Trust making application (if applicable)

2.1. GPhC Owner number

If the body corporate/NHS Trust does not currently own registered pharmacy premises please leave section 2.1 blank.

2.2. Name of body corporate/ NHS Trust

2.3. Companies house number (if applicable)

2.4. Registered address of body corporate/ NHS trust

Postcode

2.5. (a) Superintendent name (b) Registration number

A nomination of superintendent form is required if the body corporate making this application does not currently own registered pharmacies.

2.6. Director information

If the GPhC does not hold a current list of Directors for the Body Corporate that is making the application, please provide details below.

<table>
<thead>
<tr>
<th>Title</th>
<th>First Names</th>
<th>Surname (Family names)</th>
<th>GPhC Registration Number (if applicable)</th>
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Please continue on a separate sheet if necessary.
3. Sole traders or Partnership making application (if applicable)

3.1. Sole trader or first partner GPhC registration number

3.2. Name of sole trader or first partner

3.3. Second partner GPhC registration number (if applicable)

3.4. Name of second partner

3.5. Sole trader's home address/ principle address of partnership

4. NHS contractual arrangements (if applicable)

4.1. Name of hospital, NHS Organisation, health board

5. Nature of business

5.1. Type of pharmacy

   Indoor exhibition/event   [ ]   Outdoor exhibition/event   [ ]

5.2. Will a website be associated with these premises   Yes [ ]   No [ ]

If so, what is the website address:


The GPhC is able to supply an Internet Pharmacy logo to authenticate your on-line pharmacy. If you wish to make an application for this, please see separate form 'Application for an Internet Pharmacy Logo', available on our website. Before we issue our logo you will be required to show us how you propose to meet our guidance for registered pharmacies providing pharmacy services at a distance including on the internet.

Anyone in the UK selling medicines to the public via a website also needs to be registered with the Medicines and Healthcare products Regulatory Agency (MHRA) and be listed on MHRA's online medicines seller registry. They also need to display the distance selling logo on every page of their website offering medicines for sale. The GPhC internet pharmacy logo will not be issued unless the website displays the distance selling logo.

6. Registered pharmacy services and activities

Section A
Please indicate below the services you intend to provide from your premises.

6.1. The sale of Pharmacy (P) medicines.

Yes ☐ No ☐

6.2. The supply of P medicines or Prescription Only Medicines (POMs) against prescriptions. The supply of medicines against prescriptions requires the product to be labelled for a specific patient as a dispensed medicinal product.

Yes ☐ No ☐

6.3. The supply of P medicines or Prescription only medicines (POMs) against prescriptions written by veterinary practitioners for the treatment of animals under the 'cascade'.

Yes ☐ No ☐

Section B
Please indicate below any other activities that may be undertaken at the premises. You may tick more than one box in Section B.

6.4. Pre-packing or assembly of medicines for the purpose of supply from your proposed registered pharmacy or from another registered pharmacy within the same legal entity (ownership). (e.g. breaking down bulk containers into quantities more appropriate for use against prescriptions. These pre-packs can be distributed to other registered pharmacy branches under the same ownership for their use against prescriptions.)

Yes ☐ No ☐

6.5. To assemble and /or prepare unlicensed medicines in accordance with the limited exemption provided by Section 10 of The Medicines Act 1968 and Regulation 4 of the Human Medicines Regulations 2012 (i.e.
to obtain, dispense and supply unlicensed medicines or extemporaneously prepare medicines in accordance with a prescription and/or to prepare and supply Chemist's nostrums for sale).

Yes ☐ No ☐

6.6. Please specify below any other activities/services you intend to provide at or from the premises

Section C
In addition to meeting the registration criteria set out above in Section 6A you must also show the inspector at the pre-registration inspection visit that you will be able to meet the standards for registered pharmacies from Day 1 of operation. Please summarise below how your premises will meet the standards for registered pharmacies from Day 1. This information will be passed to the inspector. The inspector will use this information to plan the pre-registration inspection visit of your premises.

Please refer to the ‘Inspection Decision Making Framework and Prototype Inspection Model – Examples of Evidence’, for the sort of matters you should consider.

**Principle 1: The governance arrangements safeguard the health, safety and wellbeing of patients and the public.**

‘Governance arrangements’ includes having clear definitions of the roles and accountabilities of the people involved in providing and managing pharmacy services. It also includes the arrangements for managing risks, and the way the registered pharmacy is managed and operated.

<table>
<thead>
<tr>
<th>1.1</th>
<th>The risks associated with providing pharmacy services are identified and managed</th>
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<tbody>
<tr>
<td></td>
<td>Please summarise the risks associated with the pharmacy services you intend to provide. How will you manage these?</td>
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<table>
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<tr>
<th>1.2</th>
<th>The safety and quality of pharmacy services are reviewed and monitored</th>
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<tbody>
<tr>
<td></td>
<td>Describe what you will do to ensure that the pharmacy services you intend to provide will be safe and how you will monitor this.</td>
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</tbody>
</table>
| 1.3  | Pharmacy services are provided by staff with clearly defined roles and clear lines of accountability  

*For example, do you intend to employ qualified pharmacy staff or will some members of the pharmacy team be undergoing training and if so have you identified who will be responsible for training? Examples of job roles you have recruited to or intend to.* |
| 1.4  | Feedback and concerns about the pharmacy, services and staff can be raised by individuals and organisations, and these are taken into account and action taken where appropriate. Describe how you intend to collect and review this feedback. |
| 1.5  | Appropriate indemnity or insurance arrangements are in place for the pharmacy services provided. Provide evidence that you will have appropriate indemnity arrangements in place from Day 1. |
| 1.6  | All necessary records for the safe provision of pharmacy services are kept and maintained. For example show that you will have all the required registers available for pharmacy staff to use on Day 1. Describe the sort of records you intend to keep and why they are relevant to the range of services you intend to provide and the staff you intend to recruit. |
| 1.7  | Information is managed to protect the privacy, dignity and confidentiality of patients and the public who receive pharmacy services. Describe how you intend to meet this standard. |
1.8 Children and vulnerable adults are safeguarded.

Describe how you intend to meet this standard

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**Principle 2: Staff are empowered and competent to safeguard the health, safety and wellbeing of patients and the public.**

_The staff you employ and the people you work with are key to the safe and effective practice of pharmacy. Staff members, and anyone involved in providing pharmacy services, must be competent and empowered to safeguard the health, safety and wellbeing of patients and the public in all that they do._

2.1 There are enough staff, suitably qualified and skilled, for the safe and effective provision of the pharmacy services provided

Describe how you have determined the staffing levels and skill mix you require for the services you intend to provide.

2.2 Staff have the appropriate skills, qualifications and competence for their role and the tasks they carry out, or are working under the supervision of another person while they are in training

Describe how you intend to meet this standard
<p>| | |</p>
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| 2.3 | Staff can comply with their own professional and legal obligations and are empowered to exercise their professional judgement in the interests of patients and the public.  
*Describe how you intend to meet this standard* |
| 2.4 | There is a culture of openness, honesty and learning.  
*Describe how you intend to meet this standard* |
| 2.5 | Staff are empowered to provide feedback and raise concerns about meeting these standards and other aspects of pharmacy services.  
*Describe how you intend to meet this standard* |
| 2.6 | Incentives or targets do not compromise the health, safety or wellbeing of patients and the public, or the professional judgement of staff.  
*Describe how you intend to meet this standard* |
Principle 3: The environment and condition of the premises from which pharmacy services are provided, and any associated premises, safeguard the health, safety and wellbeing of patients and the public.

**It is important that patients and the public receive pharmacy services from premises that are suitable for the services being provided and which protect and maintain their health, safety and wellbeing. To achieve this you must make sure that all premises where pharmacy services are provided are safe and suitable. Any associated premises, for example non-registered premises used to store medicines, must also comply with these standards where applicable.**

<table>
<thead>
<tr>
<th>3.1</th>
<th>Premises are safe, clean, properly maintained and suitable for the pharmacy services provided</th>
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<tr>
<td></td>
<td>Describe how you intend to meet this standard and provide a description of your premises and attach a professionally drawn plan to scale of the internal layout of the premises to be registered</td>
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<tr>
<th>3.2</th>
<th>Premises protect the privacy, dignity and confidentiality of patients and the public who receive pharmacy services</th>
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<td>Describe how you intend to meet this standard</td>
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<tr>
<th>3.3</th>
<th>Premises are maintained to a level of hygiene appropriate to the pharmacy services provided</th>
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<td>Describe how you intend to meet this standard</td>
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</table>
3.4   Premises are secure and safeguarded from unauthorised access

*Describe how you intend to meet this standard*

3.5   Pharmacy services are provided in an environment that is appropriate for the provision of healthcare.

*Describe how you intend to meet this standard*  

**Principle 4: The way in which pharmacy services, including the management of medicines and medical devices, are delivered safeguards the health, safety and wellbeing of patients and the public.**

‘Pharmacy services’ covers all pharmacy-related services provided by a registered pharmacy including the management of medicines, advice and referral, and the wide range of clinical services pharmacies provide. The management of medicines includes arrangements for obtaining, keeping, handling, using and supplying medicinal products and medical devices, as well as security and waste management. Medicines and medical devices are not ordinary commercial items. The way they are managed is fundamental to ensuring the health, safety and wellbeing of patients and the public who receive pharmacy services.

4.1   The pharmacy services provided are accessible to patients and the public

*Describe how you intend to meet this standard*
<table>
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<tr>
<th>Section</th>
<th>Description</th>
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| 4.2 | Pharmacy services are managed and delivered safely and effectively  
*Describe how you intend to meet this standard*

| 4.3 | Medicines and medical devices are:  
- obtained from a reputable source  
- safe and fit for purpose  
- stored securely  
- safeguarded from unauthorised access  
- supplied to the patient safely  
- disposed of safely and securely  
*Describe how you intend to meet this standard*

| 4.4 | Concerns are raised when it is suspected that medicines or medical devices are not fit for purpose.  
*Describe how you intend to meet this standard* |
Principle 5: The equipment and facilities used in the provision of pharmacy services safeguard the health, safety and wellbeing of patients and the public.

The availability of safe and suitable equipment and facilities is fundamental to the provision of pharmacy services and is essential if staff are to safeguard the health, safety and wellbeing of patients and the public when providing effective pharmacy services.

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<tr>
<th>Section</th>
<th>Description</th>
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</table>
| 5.1     | Equipment and facilities needed to provide pharmacy services are readily available.  
          *Describe how you intend to meet this standard* |
| 5.2     | Equipment and facilities are:  
          - obtained from a reputable source  
          - safe to use and fit for purpose  
          - stored securely  
          - safeguarded from unauthorised access  
          - appropriately maintained  
          *Describe how you intend to meet this standard* |
| 5.3     | Equipment and facilities are used in a way that protects the privacy and dignity of the patients and the public who receive pharmacy services.  
          *Describe how you intend to meet this standard* |
7. Voluntary removal

*Your application will not be processed unless this section is completed*

7.1. Proposed closing date

The premises will be removed from the Register on this date. If at a subsequent event at the same site you would like to open these premises you will have to make an application for restoration using this form.

8. Contact details of individual making the application

We will use your email address and phone numbers you give us to contact you about your application, if necessary.

8.1. Name

8.2. Registration number (if applicable)

8.3. Position held in body corporate (if applicable)

8.4. Work number

Mobile number

8.5. Email address

9. Declaration

*Declaration 1*

This declaration is to be made by the pharmacist sole trader OR a partner who is a pharmacist OR in the case of a body corporate, a director; or in the case of a limited liability partnership a partner. The director or LLP partner must have authority to bind the body corporate/LLP. (If the director of the body corporate or partner of the LLP completing this declaration is not a pharmacist – declaration 2 must be completed by the superintendent pharmacist).

I am the person applying to register the premises, described in this form, as a pharmacy in Part 3 of the Register and I hereby declare that I am or will be a person lawfully conducting a retail pharmacy business
at those premises within the meaning of Part 4 of the Medicines Act 1968. I hereby undertake to notify the Registrar should these circumstances change.

I declare that the service model from the pharmacy will include at least one of the following:

1. The sale of Pharmacy (P) medicines
2. The supply of P medicines or Prescription Only Medicines (POMs) against prescriptions
3. The supply of P medicines or Prescription Only Medicines (POMs) against prescriptions written by a veterinary practitioner for the treatment of an animal under the ‘cascade’

I understand that I have a duty to inform the Registrar of any change in the service model of any of my registered pharmacies which will affect the registration status of the pharmacy for which I am responsible, and should complete a Voluntary Removal form for any pharmacies which no longer meet the criteria for registration.

I confirm that I have read and undertake to meet the standards for registered pharmacies and the relevant guidance in respect of these premises. The standards for registered pharmacies are available at www.pharmacyregulation.org/standards and the guidance is available at www.pharmacyregulation.org/standards/guidance/guidance-support-standards-registered-pharmacies

I understand that if the application has to be returned to me for additional information more than once I am liable to pay an administration fee of £50.

If the declaration is not completed to the satisfaction of the Registrar, the Registrar may refuse to enter the premises in Part 3 of the Register.

If I am found to have given false or misleading information in connection with this application for registration, this may be treated as misconduct and may result in my removal from Part 1 of the register (if applicable) and the removal of the premises from Part 3 of the register.

Name

Registration number (if applicable)

Position held in body corporate (if applicable)

Signature

Date
Declaration 2
I declare that I am the superintendent pharmacist of the body corporate and that the information provided in this application for registration is complete, true and accurate. I hereby undertake to notify the Registrar should these circumstances change.

I declare that the service model from the pharmacy will include at least one of the following:

1. The sale of Pharmacy (P) medicines
2. The supply of P medicines or Prescription Only Medicines (POMs) against prescriptions
3. The supply of P medicines or Prescription Only Medicines (POMs) against prescriptions written by a veterinary practitioner for the treatment of an animal under the ‘cascade’

I understand that I have a duty to inform the Registrar of any change in the service model of any of the registered pharmacies owned by the body corporate which will affect the registration status of that pharmacy. I understand that the pharmacy owner must complete a Voluntary Removal form for any pharmacies which no longer meet the criteria for registration.

I confirm that I have read and undertake to meet the standards for registered pharmacies and the relevant guidance in respect of these premises. The standards for registered pharmacies are available at www.pharmacyregulation.org/standards and the guidance is available at www.pharmacyregulation.org/standards/guidance/guidance-support-standards-registered-pharmacies

I understand that if the declaration is not completed to the satisfaction of the Registrar, the Registrar may refuse to enter the premises in Part 3 of the Register.

I understand that if it is found that the information given in this application for registration is false or misleading, this may be treated as misconduct, which may result in my removal from the Register.

I understand that I have a duty to inform the GPhC if I cease to act in the capacity of superintendent pharmacist within 28 days of the date that I cease to do so.

Name

Registration number

Position held in body corporate (if applicable)

Signature Date
10. Payment form

10.1. Registration number of Superintendent, or Sole Trader, or Partner

10.2. Postcode of premises to be registered

10.3. Payment type (please tick)

   Credit card ☐ BACS ☐

10.4. Fee details for registration of a new temporary pharmacy premises

   Application fee: £590  First entry fee: £241  Total: £831

10.5. Fee details for restoration of a previous temporary pharmacy premises at the site

   Application fee: N/A  First entry fee: £241  Total: £241

10.6. BACS information

   Account number  Sort code  Bank
   45165548  60-60-04  Nat West

When paying the new premises registration fee of £852 by BACS you must enter the postcode of the premises as the BACS reference.
Payment form

Please give us your preferred payment details to pay your application and first year registration fees. We will only use this information to process your fee payment and will destroy it securely once we have taken it.

Applicant name: 

I want to pay by: 
☐ Credit card ☐ Debit card

Type of card: 
☐ Mastercard ☐ Visa

Card number (insert the exact number of digits in your card) 

CSV number (this is the last three digits of the number on the back of your card) 

Valid from: Expires on: 

Cardholder name: 

Cardholder address: 

Signed Date