



Poisons Act 1964

Application form for a licence to manufacture a poison or to supply a
 poison by wholesale

Please refer to the accompanying guidelines for additional information when completing
 this form. Further assistance is also available by telephoning (08) 9222 6883.

| | | |
|---|----------|-------------------------|
| 1. Applicant details | | |
| Title: | Surname: | Given names: |
| On behalf of: (name of company if applicable) | | |
| Postal address: | | Postcode: |
| Telephone number: | | Fax number |
| Email Address: (for business use only) | | |
| Address of premises where poisons are to be stored: | | |
| Telephone number of premises: | | Fax number of premises: |

| |
|--|
| 2. Signature of applicant |
| I declare the information contained in this application form to be true and correct and I am over 21 years of age. |
| Signature of applicant |
| Date of application |
| Please post completed form together with fee to: |
| Health Corporate Network PO Box 8549 PERTH BUSINESS CENTRE WA 6849 |

Application to manufacture a poison or to supply a poison by wholesale
(manufacturing also includes repackaging)

| 3. Manufacturer details |
|--|
| Name of qualified person: |
| Qualifications: |
| Name of person supervising manufacture: |
| Supervisors qualifications / experience: |

| 4. Wholesale details |
|--|
| Name of qualified/experienced person: |
| Qualifications / years / type of experience: |
| Name of person supervising supply: |
| Supervisors qualifications / years / type of experience: |

| 5. Typed of poison required | | |
|---|--------------------------|----------------------------------|
| Please indicate the poison schedule or schedules required and their intended use. If only one or two poisons are required then please list. | | |
| | Manufacture | Supply by wholesale |
| Human therapeutic use | <input type="checkbox"/> | <input type="checkbox"/> |
| Industrial use | <input type="checkbox"/> | <input type="checkbox"/> |
| Veterinary use | <input type="checkbox"/> | <input type="checkbox"/> |
| Agricultural use | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule 3 | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule 6 | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule 7 | <input type="checkbox"/> | <input type="checkbox"/> |
| Schedule 8 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Individual poisons (please list) |
| | | _____ |
| | | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

Fees for poisons permit

| Description of permit | Application fee | |
|---|-----------------|---------|
| | 1 year | 3 years |
| Licence to procure, manufacture and supply poisons by wholesale dealing | \$719 | \$1020 |

Payment options

Option 1 – **by cheque**

Made payable to the **Department of Health** and sent, with the application, to:

Health Corporate Network PO Box 8549, Perth Business Centre WA 6849

Option 2 – **by credit card**

Payment may be made by completing the remittance details below and sending it with the application to:

Health Corporate Network PO Box 8549, Perth Business Centre WA 6849

Type of card: Bankcard MasterCard Visa

Amount: _____

Name on card: _____

Card number: _____

Expiry date: _____ Signature: _____



Guidelines for completing the application form for a licence to manufacture or supply a poison by wholesale

A poison is defined as any substance which is included in the Schedules of the Poisons Act. An up-to-date copy of these schedules is set out in the *Standard for Uniform Scheduling of Medicines and Poisons* which can be ordered by calling the Department of Health and Ageing on (02) 6269 1035 or viewed online at: www.tga.gov.au/industry/scheduling-poisons-standard.htm

A number of different types of licences and permits are defined in the Poisons Act and its Regulations. They can be described as follows:

To manufacture includes the processes of packaging, refining, manipulating and mixing any poison. Manufacturing also includes repacking poisons into smaller or different sized quantities or containers.

To wholesale means to sell or supply to authorised people for resale and to supply in wholesale quantities to authorised professions or industries for the purpose of their profession or industry but not for resale.

To retail means to sell or supply products individually or in small quantities to consumers.

A licence is required to sell by retail poisons included in Schedule 2 and Schedule 7.

A permit is required to purchase, distribute or use particular poisons (including drugs) but not to resell.

Guidelines to fill in the application form

1. Applicants details

The applicant is the person who will receive the licence. They are also called the licence holder. An application must be made by a 'responsible' person who is at least 21 years of age.

The licence holder is responsible for ensuring the conditions on the licence are observed.

These guidelines provide information for completing the application form for a licence to manufacture or supply a poison by wholesale.

Should you require a licence to sell poisons by retail or to purchase or distribute particular poisons please request and complete the designated form.

2. Signature

The signature of the applicant is required for legal purposes.

An application cannot be considered unless the person who is applying for the licence signs the application form.

3. Manufacture's details

The person who will be responsible for purchasing and manufacturing the poisons must be qualified within the meaning of the Poisons Regulations to handle poisons. Indicate the name of the person responsible for the manufacturing process and their qualifications.

The person responsible for supervising the manufacture of poisons must be an experienced person within the meaning of the Regulations.

If they have no formal qualifications a written outline of their experience in the area of manufacturing or handling poisons will be required. A minimum of five years experience working in an area similar to the area of the application will be required.

If the manufacturing operation is sufficiently large that the licence holder is absent from the premises from time to time, or not directly involved, then the name and qualifications and/or experience of the person supervising the operation is required.

The licence holder will be held responsible for:

- (a) The safe and correct storage of poisons being handled by the company.
- (b) The correct packaging and labelling of the products supplied.
- (c) The correct disposal of poisons.
- (d) If products are for therapeutic use, a manufacturing licence will be required from the Therapeutic Goods Administration (TGA) – phone: 1800 020 653 or (02) 6232 8444.

All poisons must be stored securely away from food and beverages and out of the reach of children.

All poisons must be contained and labelled in accordance with the Poisons Regulation requirements before sale or supply. These requirements refer directly to the Standard for the Uniform Scheduling of Drugs and Poisons which is available from any Commonwealth Bookshop.

Repacking, including decanting or splitting an original product into smaller packs is considered manufacturing and the requirements outlined above apply.

Special conditions of storage, supply and recording of sales may apply and may also be included on the licence issued.

4. Wholesaler's details

The person who will be responsible for purchasing and selling the poisons must be qualified or experienced within the meaning

of the Poisons Regulations to handle poisons and must be present on the premises from which the poisons are sold. Indicate the name of the person responsible and their qualifications or experience. If they have no formal qualifications a written outline of their experience in the area of manufacturing or handling poisons will be required. A minimum of five years experience will be required working in an area similar to the area of the application.

The licence holder will be held responsible for:

- (a) The safe and correct storage of poisons being handled by the company.
- (b) The correct packaging and labelling of the products supplied.
- (c) The correct disposal of poisons.
- (d) The sale only to persons authorised to purchase such poisons where such purchase is restricted i.e. poisons included in Schedule 2, 3, 4, 7 and 8.

All poisons must be packaged and labelled in accordance with Poisons Regulations. These requirements refer directly to the Standard for the Uniform Scheduling of Drugs and Poisons which is available from the Commonwealth Bookshop.

Poisons may only be supplied to persons authorised to purchase except in the case of Schedule 5 poisons where a permit or licence is not required to purchase or to supply.

Large volume chemicals may also require a licence for their storage from the Department of Mines and Petroleum.

Enquires: (08) 9358 8001.

5. Type of poison

Please indicate the expected purpose of the poisons to be manufactured and/or supplied by wholesale. More than one box can be ticked as required.

Indicate the poisons to be manufactured and/or supplied by wholesale as a whole schedule (e.g. Schedule 2) or as individual substances (e.g. cyanide) or a group of chemicals (e.g. registered pesticides).

6. Intended use of poison

This situation has been simplified for a pharmacist who holds a Pharmaceutical Chemists Licence and wishes to hold a Wholesale Licence to ONLY supply the pharmacy at this same address. Detailed records will not be required to be kept of scheduled poisons purchased under the Wholesale Licence and transferred to that pharmacy.

Please complete Section 6(a) of the Wholesale Licence Application form if you wish to use this Wholesale Licence to ONLY supply your pharmacy at this premises address.

Retail sale by a wholesaler

The retail sale of poisons is NOT allowed on a wholesale licence unless specifically endorsed on an individual licence.

If you wish to sell poisons included in Schedule 6 of the *Poisons Act* by retail, please sign in box 7 on page 3.