



**Poisons Act 1964**

**Application form for a licence to sell a poison by retail**

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

<b>1. Applicant details</b>		
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):		
Premises address (where poisons are to be stored):		
Premises telephone number:	Premises fax number:	

<b>2. Signature of applicant</b>
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: .....

<b>3. Type of retail licence</b>
Pharmaceutical Chemist <input type="checkbox"/> (go to section 4)
Retail Schedule 2 poisons <input type="checkbox"/> (go to section 5)
Retail Schedule 7 poisons <input type="checkbox"/> (go to section 6)

<p><b>Please post completed form together with payment to:</b></p> <p>Health Corporate Network PO Box 8549 PERTH BUSINESS CENTRE WA 6849</p>
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## Application to sell a poison by retail

<b>4. Pharmaceutical chemist licence</b>
Name of Pharmacy:

<b>5. Licence to sell by retail Schedule 2 poisons</b>
Distance from nearest pharmacy (km):

<b>6. Licence to sell by retail Agricultural and Veterinary pesticides included in Schedule 7</b>		
AGSAFE accreditation – licence holder	No.:	Date issued:
AGSAFE accreditation – premises	No.:	Date issued:
Please detail your experience in handling, using, storing and supplying those Agricultural and Veterinary pesticides, which are included in Schedule 7. (A separate page may be required if insufficient space here).		
Name and town of store/company/business:		Dates of employment:
.....		.....
.....		.....
.....		.....
.....		.....
.....		.....
[If the licence holder will be absent from these premises from time to time please nominate a supervisor and state his/her experience in handling Schedule 7 poisons.]		
<b>Supervisor</b>		
Name:		
AGSAFE accreditation No: .....		Date issued: .....
Name and town of store/company/business:		Dates of employment:
.....		.....
.....		.....
To sell by retail other Schedule 7 poisons please list and give reasons:		
.....		
.....		

## Fees for retail poisons licenses

Description of permit	Application fee	
	1 year	3 years
Pharmaceutical chemist's licence to sell poisons	\$120	\$240
Retail licence – Schedule 2	\$120	\$180
Retail licence – Schedule 7	\$226	\$360

### 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: \_\_\_\_\_



## Poisons Act 1964

### Guidelines for completing the application form for a licence to sell a poison by retail

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](http://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 pharmaceutical chemists licence is required before a registered pharmacist can sell poisons by retail from a pharmacy registered with the Pharmacy Registration Board of Western Australia.

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

#### Licence to sell by retail

The granting of such a licence means that the person in whose name it is held is responsible for:

- The safe storage of the poisons away from foodstuffs and beverages and out of the reach of children.
- Ensuring that the poisons are not sold to anyone under 16 years of age or by an assistant under the age of 15 years. (with the exception of sales of pharmaceutical preparations or medicines by persons licensed to sell products containing these poisons by retail).

- The correct labelling and packaging of the poisons sold and supplied.
- The correct disposal of any poison.

The licence when granted must be displayed in a conspicuous place and is valid until 30<sup>th</sup> June following date of issue. Any change of responsible person or address of premises must be advised to the department prior to the change.

A transfer of licence cannot be made between businesses.



## 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 licensee to sell a poison by retail. Should you require a licence to supply poisons by wholesale or to purchase or distribute particular poisons, please request and complete the designated form.

### 2. Type of retail licence

Tick the type of retail licence required and go to the section indicated.

### 3. 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.

### 4. Pharmaceutical chemist licence

An application can only be made by a registered pharmaceutical chemist for a licence to purchase and sell scheduled poisons from a pharmacy premises approved by the Pharmacy Registration Board of Western Australia.

The applicant will be responsible for the correct storage and supply of all scheduled drugs in accordance with the Poisons Act and its Regulations.

### 5. Licence to sell by retail Schedule Two poisons

These licences may be issued to country stores, which are situated greater than 25 km from a retail pharmacy.

Schedule 2 poisons (medicines) must be stored away from direct public access (e.g. behind the counter, or in a locked glass fronted cupboard).

### 6. Licence to sell by retail Schedule Seven poisons

Applicants for a licence to sell poisons included in Schedule 7 must be able to demonstrate their knowledge of those chemicals, and their experience in the handling, storage, use and supply of these chemicals. At least **five years** experience in handling these poisons will be required by the applicant. If the applicant holds an Agricultural or Chemical or Veterinary qualification consideration will be given to applicants with less 'hands-on' experience.

In addition to the conditions set out above, the person in whose name the licence is held is responsible for:

(a) The safe storage of the poisons away from foodstuffs, and beverages, and out of the reach of children. They must be stored away from other than other Schedule 7 poisons, and out of public access.

(b) Ensuring that the poisons are not sold to anyone who is not authorised to purchase in accordance with a NOTICE issued under Section 24 of *the Poisons Act*.

(c) Recording of the sale in accordance with the Poisons Regulations. Records to be kept for two years.