



## Australian Government

### Department of Health and Aged Care Office of Drug Control

## Application for a major variation to a medicinal cannabis licence under the *Narcotic Drugs Act 1967* – changes affecting layout of a premises, facility, security measures or activities

### Screening Questions

1. Does the application relate to a medicinal cannabis licence issued by the Office of Drug Control (ODC) under the *Narcotic Drugs Act 1967* (the Narcotic Drugs Act)?
  - Yes- proceed to Q.2.
  - No- variations cannot be sought until a licence has been granted under the Narcotic Drugs Act.
2. Does the proposed variation relate to changes affecting the layout of a premises, facility, security measures or activities requiring updates to the site plan, floorplans or authorised activities?
  - Yes- proceed with this application form.
  - No- a different application form is required for any other variation topic, please see the ODC website.

### Important information

This is an application to the Secretary of the Department of Health and Aged Care made under section 10N of the *Narcotic Drugs Act* to vary a medicinal cannabis licence under that Act relating to changes affecting the premises, facility, security measures or activities.

Irrespective of the person(s) completing this licence variation application form, the licence holder is accountable for the accuracy of the information entered and submitted as part of the application, including any supporting documents.

The application may be withdrawn at any time before a decision has been made, but the application fee is not refundable. If you decide to withdraw your application, an email to this effect should be sent to [MCS.application@health.gov.au](mailto:MCS.application@health.gov.au).

### Implementation of variations

Variations sought through this application must not be implemented by the licence holder until a decision approving the application, when made by the delegate, is notified in writing by the ODC. It should be noted that the lodgment of an application to vary a licence does not constitute approval to commence or continue activities that would be unauthorised under an existing licence. Conducting activities where facilities, security arrangements or activities have not been approved may be a breach of the licence and unlawful.

### Privacy

The ODC collects a variety of personal information in the course of performing its function. Personal information is defined in the *Privacy Act 1988* (Privacy Act). Your personal information is protected by law under the Privacy Act, which contains the Australian Privacy Principles. The ODC is part of the Australian Government Department of Health and Aged Care. The Privacy Policy for this Department is available at [www.health.gov.au](http://www.health.gov.au).

The ODC may validate any information provided with this application with Commonwealth, State and Territory law enforcement authorities, and, State and Territory regulatory, planning and/or infrastructure authorities.

### Providing Incorrect Information

Under Divisions 136 and 137 of the *Criminal Code Act 1995*, it is an offence to provide a false or misleading statement, information, or documents to the Commonwealth, including as part of an application to vary a licence.

SECTION 1 Licence details	
<b>Licence holder:</b>	_____
<b>Licence number:</b>	_____

SECTION 2 Variation types
Indicate which topics that the variation to the licence will include
<input type="checkbox"/> (1) Add a new activity or change an authorised activity <i>Complete sections 3, 4 (if applicable) and 6</i>
<input type="checkbox"/> (2) Change security measures of the facility <i>Complete sections 4 and 6</i>
<input type="checkbox"/> (3) Change affecting approved site plans or floorplans <i>Complete sections 5 and 6</i>

SECTION 3 Add a new activity or change an authorised activity
Provide the address of the existing location at which the new or varied activity will take place
Indicate which new or varied activities will be undertaken at the existing location
<input type="checkbox"/> - Cultivation
<input type="checkbox"/> - Production
<input type="checkbox"/> - Manufacture
<input type="checkbox"/> - Any other changes relating to authorised activities (including commencing cultivation using tissue culture, or changing packaging, transport, storage, disposal or destruction arrangements)

If manufacture, provide details in the space below or in supporting documents on the method of permitted supply that the drug/s will be manufactured.

Where the varied activity involves changes to packaging, transport, storage, disposal or destruction arrangements, provide details about the proposed activities in the space below or in supporting documents.

Where the new or varied activity includes cultivation using tissue culture, provide details about the proposed activities in the space below or in supporting documents. This should include any information about the impact the use of tissue culture for cultivation may have on other previously approved aspects of the licenced premises and operations; such as any bearings on security access or maintenance, storage, or on operational matters relating to people, policy, or procedures, and record keeping. In addition, the area/s in which tissue culture activities will be undertaken must be clearly labelled on the floor plan and submitted with this application.

#### **SECTION 4 Adding, removing, or changing security measures**

Provide a description of the proposed changes to add, remove, or change security measures, this must include:

- i. Details of the areas to which the changes relate.
- ii. Details of the removal of or changes to any physical security measures
- iii. Details of the removal of or changes to any security monitoring equipment.

**Document requirement** - If the proposed changes to security arrangements include changes to the exterior of the facility, provide an updated site plan showing

- i. Access controls.
- ii. Physical security measures.
- iii. Security monitoring and detection equipment.

**Document requirement** - If the proposed changes to security arrangements included changes to the interior of the facility, provide an updated floor plan showing the location of all:

- i. Access controls.
- ii. Physical security measures.
- iii. Security monitoring and detection equipment.

## SECTION 5 Change to layout affecting approved site plans or floorplans

Provide a description of the proposed changes to layout affecting approved site plans or floorplans, this must include:

- i. Details of the areas to which the changes relate.
- ii. Details of the removal of or changes to any physical security measures
- iii. Details of the removal of or changes to any security monitoring equipment.

**Document requirement** - If the proposed changes to security arrangements include changes to the exterior of the facility, provide an updated site plan showing:

- i. Access controls.
- ii. Physical security measures.
- iii. Security monitoring and detection equipment.

**Document requirement** If the proposed changes to security arrangements included changes to the interior of the facility, provide an updated floor plan showing the location of all:

- i. Access controls.
- ii. Physical security measures.
- iii. Security monitoring and detection equipment.

**SECTION 6 Declaration and consent**

I am authorised by the licence holder to submit this proposal to vary a licence on its behalf.

I declare that, to the best of my knowledge, all the information in this proposal is true, correct, and complete. I am aware that giving false or misleading information is a serious offence – see Division 136 and 137 of the *Criminal Code Act 1995*.

**Name:**

**Contact number:**

**Email:**

**Signature**

**Date:**

### [Version control](#)

Updates to this document will occur automatically on the Office of Drug Control website and the revision table below will list the amendments as they are approved.

<b>Date</b>	<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
March 2022	1.0	Initial publication	ODC
November 2022	2.0	Changes to page 1 and sections 2 & 3	ODC