



Application for a variation to a medicinal cannabis licence under the *Narcotic Drugs Act 1967* – Licence Variation Type 2

Preliminary 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 Question 2
 No - Variations cannot be sought until a licence has been granted under the Narcotic Drugs Act
2. Does the proposed variation relate to the period for which the licence is in force?
 Yes - proceed with this application form
 No – proceed to Question 3
3. Does the proposed variation relate to changes in relation to the currently approved system of security for a particular licensed premises?
 Yes – proceed with this application form
 No – proceed to Question 4
4. Does the proposed variation relate to either of the above in question 2 and 3, and also relate to any other change that is not specified in the definition of licence variation 1, licence variation 3 or licence variation 4?
 Yes – proceed with this application form
 No - if the proposed variation is for other matters, a different variation type may apply. If you have any questions about which form to use, please contact the ODC at MCS.application@health.gov.au

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 granted under that Act.

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The application may be withdrawn at any time before a decision has been made, but the application fee is not refundable.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, then an email to this effect should be sent to 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 authorised activities where

facilities or security arrangements 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 functions. Personal information is defined in the Privacy Act 1988 (Cth) (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 the Department is available at 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.

Submission of application

Once completed, please email this application form along with all relevant supporting documentation to the ODC at mcs.application@health.gov.au.

SECTION 1 Licence details	
Licence holder name:	_____
Licence number:	_____

SECTION 2 Variation purpose	
Indicate the purpose/s for which you are seeking to vary the licence:	
<input type="checkbox"/>	1. Vary or add a period for which the licence is in force (<i>complete sections 3 and 6 of this form</i>) <i>Note: Applying to change the period for which the licence is in force will usually be relevant for non-commercial medicinal cannabis licences.</i>
<input type="checkbox"/>	2. Vary, add or remove, for a particular licensed premises, any one or more measures relating to the system of security authorised by the licence (<i>complete sections 4 and 6 of this form</i>)
<input type="checkbox"/>	3. Any other variation not specified above, or in licence variation types 1, 3 or 4 (<i>complete sections 5 and 6 of this form</i>)

SECTION 3 Vary or add a period for which the licence is in force

Provide details as to the reasons for the proposed change to the period for which the licence is in force.
For example, if you are a non-commercial licence holder, and research is continuing, provide details and evidence of this.

Provide the proposed end date for the licence:

SECTION 4 Vary, add or remove security measures

Provide the address of the existing licensed premises at which the proposed changes to the system of security will apply.

Provide a description of the proposed changes to vary, add or remove any one or more measures relating to the system of security currently authorised by the licence. 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 security overlay showing:

- i. access controls
- ii. physical security measures
- iii. security monitoring and detection equipment

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

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

SECTION 5 **Details of other proposed licence variation**

Provide details of the proposed licence variation not specified above, or in licence variation type 1, 3 or 4. *For example, complete this section if you are proposing a change to an existing licence condition.*

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*.

Signature: insert image or print out and sign:

Name:

Date:

Email Address:

Phone Number:

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.

Date	Version	Amendments	Approved by
July 2023	1.0	Initial publication	ODC