



Application by a body corporate for a licence under the *Narcotic Drugs Act 1967*

Before starting your application

This application form is for companies or body corporate who are applying for a licence under the *Narcotic Drugs Act 1967* to cultivate, produce and/or manufacture cannabis, or cannabis material, or to manufacture other narcotic drugs.

This form can be used to apply for a licence under the *Narcotic Drugs Act 1967* to:

- cultivate cannabis plants, and/or
- produce cannabis and/or cannabis resin, and/or
- manufacture cannabis, or cannabis material, for the purposes of supply to patients or research, and/or
- manufacture narcotic drugs other than from cannabis material.

This form should not be used by an existing licence holder to vary details of a current licence. A separate variation form is available on the Office of Drug Control (ODC) website (www.odc.gov.au). Note also that if you are applying for more than one licence, you will require a separate form for each application.

To assist applicants, ODC have produced the following guidelines and guidance materials which can be found on the website (www.odc.gov.au):

- Guideline: Fit and Proper Persons and Suitable Staff
- Guideline: Record Keeping and Reporting
- Guideline: Security of Medicinal Cannabis
- Guidance: Compliance, Enforcement and Inspections
- Guidance: Fees and Charges

Applicant's are also advised to review the relevant Commonwealth legislation:

- Narcotic Drugs Act 1967
- Narcotic Drugs Regulation 2016
- Narcotic Drugs (Licence Charges) Act 2016
- Narcotic Drugs (Licence Charges) Regulation 2016.

Fees

The fee for an application for a medicinal cannabis or cannabis research licence is AUS \$5,290. There is no fee for a manufacture licence application.

Payment is required upon receiving an invoice from the Australian Government Department of Health. Note that the application fee is non-refundable.

Providing incorrect information

It is a serious offence for a person to knowingly make a false or misleading statement in relation to an application – see Division 136 and 137 of the *Criminal Code Act 1995*. Significant fines apply.

Privacy

ODC collects a variety of personal information in the course of performing its function. 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 Privacy Principles. ODC is part of the Australian Government Department of Health. The [Privacy Policy](#) for this Department is available at www.health.gov.au

Record checks

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

After you lodge your application

The lodgment of an application for a licence under the *Narcotic Drugs Act 1967* does not constitute approval to commence or continue activities that may be authorised under such a licence. Such actions may be unlawful.

ODC may request additional information or documents to supplement the contents of a lodged application in order to reach a decision.

If you become aware that information provided in a recently lodged application is incorrect, then contact the Office of Drug Control on 02 6232 8648 for guidance. The impact of the incorrect data upon the application will be considered case-by-case.

If you decide to withdraw your application, then an email to this effect should be sent to mcs.application@health.gov.au

2.5 Provide details of the premises and facilities at the location where the activities will be undertaken.
If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.

2.6 Provide details on how the land, premises and facilities can be accessed for inspection purposes.
If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.

Fit and proper person information continued

3.2 Has any director or officer of the body corporate, or the body corporate, been convicted at any time of an offence against a law of the Commonwealth, a State or a Territory or another country? No Yes

If yes:

3.2a Was the offence concerned committed at a time when any person who is presently a director or officer of the body corporate, was a director or officer of the body corporate? No Yes

AND:

3.2b Was the offence concerned committed at a time when any shareholder who is presently in a position to influence the management of the body corporate, was a shareholder? No Yes

AND:

3.2c Provide details of the conviction(s).

If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.

3.3 Is the body corporate applying for a medicinal cannabis or cannabis research licence? No Yes

3.3a If yes, has the body corporate, or any director(s) of the body corporate, engaged in conduct (which may or may not have led to a conviction) constituting a serious offence involving cultivation, supply or use of cannabis? No Yes

3.3b If yes, you will be separately approached to detail such circumstances.

Fit and proper person information continued

3.4 Has any director or officer of the body corporate, or the body corporate, ever had a civil penalty imposed upon them, at any time, under a law of the Commonwealth, a State or a Territory?

No Yes

If yes:

3.4a Was the conduct to which the civil penalty relates at a time when any person who is presently a director or officer of the body corporate, was a director or officer of the body corporate?

No Yes

AND:

3.4b Was the conduct to which the civil penalty relates at a time when any shareholder who is presently in a position to influence the management of the body corporate, was a shareholder?

No Yes

AND

3.4c Provide details of the penalty.

If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.

3.5 Has any revocation or suspension of a licence or permit (however described) held by the body corporate occurred under a law of the Commonwealth, a State, a Territory or another country, being a law relating to the prohibition or regulation of drugs?

No Yes

3.5a If yes, provide details.

If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.

3.9 Provide details of the body corporate's current financial circumstances including but not limited to, financial circumstances that may significantly limit the capacity of the body corporate to comply with a licence holder's obligations under the *Narcotic Drugs Act 1967*.

If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.

3.10 Are there any matters that may affect whether the directors and officers of the body corporate are of good repute, relating specifically to their character, honesty and professional and personal integrity? No Yes

3.10a If yes, provide details

If you need more space to clearly answer this question, attach a separate sheet labelled appropriately.

3.13 

Documents you need to attach to complete this section of the application form

Identify the file names of the documents you are providing in this application:

Copy of a **National Police Check Certificate** issued by the Australian Federal Police, State or Territory police force for each person employed by the applicant to carry out the activities authorised by the licence.

File names

Resume detailing the previous business experience for each director, officer and any shareholder who is presently in a position to influence the management of the body corporate.

File names

Evidence (e.g. a bank statement or audited financial background) that the body corporate has a sound and stable financial background and that there are no **financial** circumstances that may limit its ability to comply with the licence holder's obligations under the *Narcotic Drugs Act 1967*.

File name

To continue, you must complete the following modules in SECTIONS 4, 5 and 6. These fully completed modules **MUST** be included in your application submission.

SECTION 4 Licence details module

Select/download either the *Licence module – Medicinal cannabis*, the *Licence module – Research* or the *Licence module – Manufacture licence for Narcotic Drugs* as required. Complete the selected module and include this in the application submission.

Note: If licencing for medicinal cannabis and research purposes is required, then two licence detail modules must be submitted.

SECTION 5 Security details module

Complete the *Security details module* and include this in the application submission.

SECTION 6 Risk management, employment and record keeping module

Complete the Risk management, employment and record keeping details module and include this in the application submission.

Additional supporting information

As part of the application submission, space is provided for you under 'Supporting information', to attach additional data files that you believe will assist in answering the application questions. The total application file size must not exceed 20Megabytes. If more attachment space is needed, then contact mcs.application@health.gov.au to make alternative submission arrangements.

Complete SECTION 7 below

SECTION 7 Applicant declaration and consent

I hereby apply to the Secretary, Department of Health, for the grant of a Licence under the *Narcotic Drug Act 1967* for the activities and timeframes identified in this application.

I declare that, to the best of my knowledge, all the information in this application 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*.

I understand that it is standard practice for the Office of Drug Control to provide any or all of the contents of this application, including personal information as defined in the *Privacy Act 1988*, to law enforcement agencies and regulatory agencies in the Commonwealth, States and Territories as necessary, in order to ensure laws and regulations are being complied with.

I confirm that business associates, and/or other persons named in this application, will provide written consent for the Office of Drug Control to make enquiries with law enforcement agencies for the purposes of establishing that persons character and repute.

Signature of applicant:	Name:
	Date:
	Email:
	Mobile:

	Documents you need to attach to complete this section of the application form
	The person applying for the body corporate must verify their authority to act in this capacity.
	Attach a scanned copy of the Instrument of Authority signed by two directors of the body corporate confirming your authority to apply on its behalf. The Instrument of Authority may be downloaded from the ODC website www.odc.gov.au
	File name