



Application by a Crown agency for a licence under the *Narcotic Drugs Act 1967*

Before starting your application

This application form is for state, territory, or Commonwealth government entities who are applying for a licence under the [Narcotic Drugs Act 1967](#) (Cth) 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](#) (Cth) 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 from the Office of Drug Control (ODC) by emailing MCS@health.gov.au. Note also that if licencing for medicinal cannabis and research purposes is required, then two licence detail modules must be submitted.

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: Completing a licence application form](#)
- [Guidance: Compliance, Enforcement and Inspections](#)
- [Guidance: Fees and Charges](#)

Applicants are also advised to review the relevant Commonwealth legislation:

- [Narcotic Drugs Act 1967](#) (Cth)
- [Narcotic Drugs Regulation 2016](#)
- [Narcotic Drugs \(Licence Charges\) Act 2016](#) (Cth)
- [Narcotic Drugs \(Licence Charges\) Regulation 2016](#).

Fees

The fee for an application for a medicinal cannabis or cannabis research licence is AUS \$5,040. An application is not deemed to have been accepted by the ODC until the relevant fee has been paid. 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](#) (Cth). 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

Lodgement of an application for a medicinal cannabis licence under the [Narcotic Drugs Act 1967](#) (Cth) is not in, or of, itself any form of approval to commence or continue activities involving cannabis or cannabis material. Such actions may be unlawful.

Do not provide monies until issued with an invoice for the fees attracted by the application. If you become aware that information provided in a recently submitted application is incorrect, then the specifics should be immediately emailed to MCS@health.gov.au. The impact of the incorrect information upon the application will be considered on a case-by-case basis. If you decide to withdraw your application, then an email to this effect should be immediately sent to MCS@health.gov.au. Please note that the application fee is non-refundable.

The ODC may request additional information to supplement that provided in a lodged application in order to reach a decision. Please note the ODC may approach you for further information more than once in the course of assessing your application.

2.4b If yes, provide the name and address of the lessor

Given name(s):

Family name:

Address

Town/Suburb

State

Postcode

Country

2.5 Is there a known end date for the occupancy of the proposed site?

☐ No ☐ Yes

2.5a If yes, provide the end date

2.6 Are there any terms and conditions of occupancy of the site that could conflict with the grant of the licence?

☐ No ☐ Yes

2.6a If yes, provide details of any conflicts

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

2.7 Are there any other businesses co-located with the proposed site?

☐ No ☐ Yes

2.7a If yes, provide the names of any privately held co-located businesses

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

2.8 Are there any other activities that occur at the site that are not related to the proposed licence?

☐ No ☐ Yes

2.8a If yes, provide details

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

2.9 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.

2.10 Provide the addresses of any other premises at which other activities relating to the proposed licensed activities will be carried out.

If there is more than one other site, attach a separate sheet labelled appropriately.

Site address

2.11 Has the applicant applied for, or intends to apply for, another licence under the [Narcotic Drugs Act 1967](#) (Cth)?

☐ No ☐ Yes

2.11a If yes, provide details

2.12



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

Identify the file names of the plans for all sites you are providing in this application:

Site plan showing how the land will be used for the proposed licensed activities

File name

Floor plan of the premises and facilities where the proposed licensed activities will be undertaken

File name

SECTION 3 Fit and proper person information

Important: Legislative requirements for Fit and Proper Person

In deciding this application, the delegate must be satisfied that *Fit and Proper Person* requirements will be met through your agency's practices governing the persons authorised to control authorised activities (if the licence were granted).

3.1 Provide details of how the agency will satisfy fit and proper person requirements.

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

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
<p>Select/download either the <i>Licence module – Medicinal cannabis</i>, the <i>Licence module – Research</i> or the <i>Licence module – Manufacture licence for Narcotic Drugs</i> as required. Complete the selected module and include this in the application submission.</p> <p>Note: If licencing for medicinal cannabis and research purposes is required, then two licence detail modules must be submitted.</p>	
SECTION 5	Security arrangements module
<p>Complete the <i>Security details module</i> and include this in the application submission.</p>	
SECTION 6	Risk management and standard operating procedures and policies module
<p>Complete the <i>Risk management and standard operating procedures and policies module</i> and include this in the application submission.</p>	
Additional supporting information	
<p>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 20 megabytes. If more attachment space is needed, then contact MCS.application@health.gov.au to make alternative submission arrangements.</p>	

Complete SECTION 7 below

SECTION 7	Applicant declaration and consent
<p>I hereby apply to the Secretary, Department of Health, for the grant of a licence under the Narcotic Drugs Act 1967 (Cth) for the activities identified in this application.</p> <p>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 (Cth).</p> <p>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 (Cth), 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.</p>	
Signature of applicant:	Name:
	Date:
	Email:
	Mobile: