



## 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* 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](http://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](http://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](http://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 affect should be sent to [mcs.application@health.gov.au](mailto:mcs.application@health.gov.au)



2.5 Are there any other businesses collocated with the proposed site?  No  Yes

2.5a If yes, provide the names of any privately held collocated businesses

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

2.6 Are there any other activities that occur at the site that are not related to the proposed licence?  No  Yes

2.6a If yes, provide details

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

2.7 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.

2.8 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.

Site information continued

2.9 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

_____		
Town/Suburb	State	Postcode

2.10 Has the agency applied for any other licence under the *Narcotic Drugs Act 1967*?  No  Yes

2.10a If yes, provide details

2.11



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><b>Note:</b> 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 record keeping module
<p>Complete the Risk management, employment and record keeping details module 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 20Megabytes. If more attachment space is needed, then contact <a href="mailto:mcs.application@health.gov.au">mcs.application@health.gov.au</a> 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 <i>Narcotic Drug Act 1967</i> for the activities and timeframes 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 <i>Criminal Code Act 1995</i>.</p> <p>I understand that it is standard practice for the Office of Drug Control is to provide any or all of the contents of this application, including personal information as defined in the <i>Privacy Act 1988</i>, 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:	<b>Name:</b>
	<b>Date:</b>
	<b>Email:</b>
	<b>Mobile:</b>