



Application to vary a licence – Complex

Important notices

1. This form is to be used for applications to vary a **medicinal cannabis licence** or a **cannabis research licence** granted under the *Narcotic Drugs Act 1967*.
2. Please refer to the Medicinal Cannabis Scheme Specification of variation applications on the ODC website for information to determine if you should submit an Application to vary a licence that is simple or complex.
3. An **Application to vary a licence -complex** is subject to an application fee of **\$5,460**.
4. An invoice will be generated for an application once all relevant information and documentation that must accompany an application has been submitted to the Office of Drug Control (ODC) within the Australian Government Department of Health
5. Payment is required upon receiving an invoice from the Australian Government Department of Health.
6. The application fee is non-refundable.
7. Assessment of the application will not commence until the application fee has been paid.
8. 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 for a licence. A Delegate of the Secretary of the Department of Health must refuse to grant an application to vary a licence if they are satisfied on reasonable grounds that the application:
 - contains information, or information has been given in relation to the application that is false or misleading in a material particular, or
 - omits matters or things without which the application is misleading in a material respect. It is also grounds for revocation if the permit was obtained or varied on the basis of information described above.
9. The ODC is part of the Australian Government Department of Health. The 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 Australian Privacy Principles. The Privacy Policy for this Department is available at www.health.gov.au.

IMPORTANT

The submission of an **Application to vary a licence -Complex** does not constitute approval to commence or continue activities that may be authorised under such a variation. Such actions may be unlawful.

1. Applicant details

Licence holder name	
Cannabis licence number/s	
Dates that licence is in force	
Email	
Phone	
Address	

2. Aspect of licence to be varied

2.1 Please indicate which aspects of your licence you wish to vary. You may select more than one option.	
<input type="checkbox"/>	Expanding an existing site or facility
<input type="checkbox"/>	Adding a new site or facility to a licence
<input type="checkbox"/>	The inclusion of new Directors or Shareholders to a company that requires a Fit and Proper person assessment
<input type="checkbox"/>	Other variation not included above
2.2 Please provide a description of the aspect/s of your licence that you seek to vary, including the reasons for the proposed variation. Please attach relevant supporting documentation that must accompany your application, for example but not limited to, evidence of:	
<ul style="list-style-type: none"> • Proposed security arrangements • New or amended SOP to support the application • Completed Informed consent form • Resume for a new Director. 	

3. Applicant declaration

I am authorised by the licence holder to submit this *Application to vary a licence - complex*. 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 statement, information or document is a serious offence—see Division 136 and 137 of the *Criminal Code Act 1995*.

Signature	
Name	
Position	
Date	