



**Victorian Pharmacy Authority**

*Level 6, 369 Royal Parade  
Parkville Vic 3052*

Tel: 9356 8400 ~ Fax: 9348 0608 ~ Email: [planning@pharmacy.vic.gov.au](mailto:planning@pharmacy.vic.gov.au)

**Form VP35**

**NOTIFICATION OF COMPLETION OF ALTERATIONS / EXTENSIONS  
TO EXISTING REGISTERED PHARMACY PREMISES**

Complete and lodge this form to notify the Authority that the alterations / extensions to your pharmacy premises are complete.

**Business name and address of premises:**

.....  
 .....  
 .....P/code.....

**Telephone number**..... **Fax number** .....

**The above mentioned premises were completed according to the plans, specifications and information contained in the application on:** .....

Please answer all of the following questions by writing "Yes" or "No" in the boxes provided.

**YES/NO**

1.	Have the floor, ceiling, walls, window, and doors been completely constructed and secured?	
2.	Has electricity been connected?	
3.	Has water been connected?	
4.	Has a dispensary sink been installed, connected to the sewer and supplied with hot and cold running water?	
5.	Has the telephone been connected?	
6.	Has an alarm been installed?	
7.	Is the alarm operational and monitored by a control room on a 24 hour basis?	
8.	Has a S8 cabinet been installed and fixed in accordance with the requirements of the Drugs, Poisons and Controlled Substances Regulations?	
9.	Has a vaccine or drug refrigerator been installed?	
10.	Are the premises air conditioned to maintain the correct storage temperature for medicines held in stock?	
11.	Are the premises equipped with a microwave oven, gas ring or other heat source for the preparation of extemporaneous medicines?	

		YES/NO
12.	Are the premises equipped with beam balance (scales) and stamped weights or a suitable electronic balance for the preparation of extemporaneous medicines?	
13.	Are the premises equipped with a range of stamped conical measures for the preparation of extemporaneous medicines?	
14.	Are the premises equipped with a mortar and pestle, an ointment slab and spatulas or other suitable blending equipment for the preparation of extemporaneous medicines?	
15.	<p>Are the premises equipped with a reference library which includes the <b>LATEST EDITIONS</b> of the mandatory reference texts prescribed by the Pharmacy Board of Australia?</p> <p><i>Notes:</i></p> <ol style="list-style-type: none"> <li>1. Full details of the reference library are available at <a href="http://www.pharmacyboard.gov.au/Codes-and-Guidelines.aspx">http://www.pharmacyboard.gov.au/Codes-and-Guidelines.aspx</a></li> <li>2. Hard or electronic copies are acceptable</li> </ol>	

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**Declaration by Proprietor or Pharmacist appointed to be regularly and usually in charge**

***I declare that I have personally verified that the answers to questions 1 to 15 are true and correct***

Signature \_\_\_\_\_ Reg No    Position \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name \_\_\_\_\_ Witness Signature \_\_\_\_\_

Date: \_\_\_\_\_

Witness Address \_\_\_\_\_