



Newfoundland and Labrador Pharmacy Board

Policy

Requirements When Relocating a Pharmacy

Approved November 26, 2010

Revised January 27, 2016

1. "Relocation" shall be interpreted to mean a change in the physical location or civic address of the premises of the existing pharmacy with no change in ownership.
2. At least 15 days prior to relocating the pharmacy, the pharmacist-in-charge must submit a completed relocation application form, along with the associated fee, in accordance with the *NLPB Schedule of Fees*.
3. The application must be accompanied by a detailed diagram of the layout of the new pharmacy.
4. Once the application has been reviewed and approved, the pharmacist-in-charge will be contacted to schedule an inspection of the new pharmacy location.
5. A pre-opening self-assessment of the new location must be completed and submitted by the pharmacist-in-charge prior to the scheduled inspection. The pharmacy will not be inspected until the self-assessment has been received and reviewed by NLPB staff.
6. The public must be effectively notified, by way of advertising/signage, of the location of the new premises and the date of the location change.
7. Signs must be removed from the previous location upon relocation of the pharmacy.