Queensland Health

Application form – General approval (emergency management of animals) – Initial application

January 2022

Information about this application form

This application form is to be used to apply for a general approval for **emergency management of animals** under the *Medicines and Poisons Act 2019* (**MPA**).

Persons who have previously held an approval under the *Health (Drugs and Poisons) Regulation 1996* (**HDPR**) for 'Animal management or welfare', or an approval for 'animal welfare', should use this form.

For persons seeking to conduct research using regulated substances, including veterinary medicines, please see www.health.qld.gov.au/system-governance/licences/medicines-poisons/poisons/research-analysis. For persons seeking to use etorphine or prohibited substances for veterinary purposes, please see the Application form – General approval (therapeutic) – Initial application.

Veterinary nurses

Under schedule 11, part 2 of the *Medicines and Poisons (Medicines) Regulation 2021* (**MPMR**), veterinary nurses (as defined in schedule 11, part 2) **do not** require a general approval under the MPA to possess and administer an S8 medicine provided:

- the medicine is administered at veterinary premises; and
- the medicine is only administered when a veterinary surgeon is not able to be physically present but is available to be contacted using technology to communicate with a veterinary nurse in real time; and
- the medicine has been pre-prepared into a treatment dose by a veterinary surgeon or a pharmacist; and
- the medicine is administered on a prescription or in accordance with the medicine's approved label.

In addition to the above, veterinary nurses may possess and administer S2, S3 and S4 medicines subject to limitations – see Schedule 11: 'Veterinary Professions' of the MPMR.

Scope of a general approval for emergency management of animals

The holder of a substance authority, including a person acting under a substance authority, is authorised to carry out a regulated activity with a regulated substance in the authorised way (ss31 and 62 of the MPA). A *general approval* is a type of substance authority that may be granted under the MPA (ss61 and 68 of the MPA).

Purpose of general approvals for emergency management of animals

General approvals for emergency management of animals are granted to facilitate the use of medicines either by persons employed by a relevant government organisation or persons employed by, or volunteering for, an animal welfare organisation, specifically for the provision of emergency care and treatment of sick, injured or orphaned animals, in particular:

a. sedation of animals, for transport to a registered veterinary surgeon for emergency treatment, on an oral prescription or standing order from a registered veterinary surgeon working under the approval (note this **does not** include sedation to facilitate translocation of animals or other non-urgent activities);
b. euthanasia (including sedation prior to euthanasia) of animals on a prescription or standing order from a registered veterinary surgeon working under the approval.

General approvals for emergency management of animals are not intended to be used in place of registered veterinary surgeons or qualified veterinary nurses for the purposes of cost-saving by an employer or not-for-profit organisation.

Because 'veterinary science', as defined in the *Veterinary Surgeons Act 1936* (Qld), includes the medical or surgical treatment of animals and administering of anaesthetics to animals, entities granted an approval for emergency management of animals cannot charge fees or be rewarded for these activities performed under the approval; to do so would be a breach of section 25M of the *Veterinary Surgeons Act 1936*.

Authorisation under a general approval for emergency management of animals

A general approval for emergency management of animals authorises the holder (including persons stated in the approval to be acting for the approval holder) to carry out the following regulated activities with the regulated substances (medicines) stated in the approval for the emergency care and treatment of sick, injured or orphaned animals (schedule 16, part 3 of the MPMR):

1. A veterinary surgeon working for the approval holder to give a purchase order to buy stock of medicines stated in the approval for a location stated in the approval, and to make a standing order under the approval.
2. A senior person at an authorised location (defined in schedule 16, part 3 of the MPMR as the person responsible for daily operations at the location) working for the approval holder, to possess the substances stated in the approval at a location stated in the approval.
3. A qualified person[1] working for the approval holder to possess a stock of medicines and administer a medicine on an oral prescription or a standing order from a veterinary surgeon working for the approval holder.

[1] As defined in schedule 16, part 3 of the MPMR: ***qualified person*** means a person who has either (a) completed a training course approved by the chief executive of Queensland Health (or delegate) about the safe administration of medicines to animals; or (b) skills and knowledge equivalent to the competency the person would achieve by completing the training course mentioned in (a), as stated in writing by a veterinary surgeon.

4. A person training to become a qualified person for the approval holder, may possess and administer a medicine stated in the approval, under the direct supervision of a registered veterinary surgeon that is working for the approval holder (to the extent necessary for training).

What this class of approval does not authorise

A general approval for emergency management of animals **does not** authorise:

- the use of any S8 medicines, due to the greater public health risks associated with the use or potential misuse of these medicines; or
- the administration of any medicines without a prescription or standing order (where permitted) from a registered veterinary surgeon.

Requirements and conditions

Authorised way – section 31 of the MPA

All substance authorities are subject to the requirements and standard conditions specified in the relevant regulation, in this case the MPMR, that applies to that type of substance authority, and any additional or varied conditions specified on the substance authority. These conditions may limit or specify how the regulated activities must be carried out.

Any person carrying out a regulated activity with a regulated substance must do so in the authorised way and a person to whom a substance authority applies must comply with the conditions of the authority. Failure to comply with these requirements may result in regulatory action being taken, including prosecution, which may attract a significant penalty.

Requirements and standard conditions for general approvals for emergency management of animals

Unless stated otherwise in the approval, the following requirements and standard conditions described in sections 70 and 91 of the MPA and prescribed in the following chapters of the MPMR, apply to general approvals for emergency management of animals:

- chapter 3 of the MPMR 'Standard conditions for substance authorities' – part 5 'General approvals', division 3 'Emergency management of animals' and part 6 'All substance authorities'
- chapter 4 of the MPMR 'General requirements for dealings' – part 3 'Buying by giving purchase orders', part 6 'Prescribing medicines', part 7 'Making standing orders', part 10 'Administering medicines' and part 11 'Disposing of waste from diversion-risk medicines' and
- chapter 8 of the MPMR 'Offences' – part 2 'Secure storage systems', part 4 'Recording and keeping information', and part 5 'Reporting particular matters'.

1. The approval holder must appoint a veterinary surgeon who is appropriately qualified to oversee the dealings authorised under the approval (section 37 of the MPMR).
2. The approval holder must take all reasonable steps to ensure a veterinary surgeon is available to be contacted when a person is likely to be caring for or treating sick, injured or orphaned animals under the approval (section 38 of the MPMR).

3. For buying stock of a medicine, the general approval holder and persons acting under the approval must comply with the requirements stated in chapter 4, part 3 of the MPMR 'Buying by giving purchase orders'.
4. For prescribing a medicine, a veterinary surgeon working for the approval holder must comply with the requirements stated in chapter 4, part 6 of the MPMR 'Prescribing medicines'.
5. For making standing orders, a veterinary surgeon working for the approval holder must comply with the requirements stated in chapter 4, part 7 of the MPMR 'Making standing orders'.
6. For administering a medicine, a qualified person working for the approval holder must comply with the requirements stated in chapter 4, part 10 of the MPMR 'Administering medicines', including attempting to contact a prescriber in the first instance before administering a medicine on a standing order other than in urgent situations requiring immediate treatment of an animal (s107 MPMR).
7. For disposing of waste from a diversion-risk medicine, the approval holder and persons acting under the general approval must discard the waste by placing it under the control of a person authorised to dispose of the waste under the MPA, such as a veterinary surgeon or pharmacist, as a general approval for emergency management of animals does not authorise the disposal of diversion-risk waste (s42 of the MPA).
8. The approval holder and persons acting under the general approval must securely store medicines in accordance with the requirements stated in chapter 8, part 2 of the MPMR 'Secure storage systems'.
9. The approval holder and persons acting under the general approval must establish and maintain a medicines register, to track all the regulated activities with medicines under the substance authority until medicines are completely used or destroyed, in accordance with chapter 8, part 2, division 3 of the MPMR 'Medicines registers'.
10. Where an approval holder, or a person acting under the general approval, reasonably suspects a diversion-risk medicine has been lost or stolen, the holder must give notice about the incident to the chief executive of Queensland Health (or delegate) in the approved form and notify the Queensland Police Service about the incident as soon as practicable, but no later than the end of the next business day after the incident (s226 of the MPA).
11. The approval holder must ensure any records required to be kept under the MPA in relation to an authorised place stated in the authority are available for inspection from the place, and if the records are kept electronically, the approval holder must ensure the records for each authorised place stated in the substance authority are available for inspection from the primary place of business of the approval holder (s41 of the MPA).
12. Where a record must be made or kept, approval holders must take all reasonable steps to ensure (s224 of the MPMR):
    a. the record is kept in a retrievable form, and is kept securely to ensure it cannot be altered, obscured, deleted or removed without detection; and
    b. the record is kept for a period of two years after it is made, or for a medicine register, for two years after the last entry in the register is made.
13. The approval holder must give notice to the chief executive of Queensland Health (or delegate) in the approved form if any of the following changes are proposed by the approval holder (s42 of the MPMR):

a. a change to an authorised place stated in the substance authority;
b. a change to a relevant person stated in the substance authority (such as a medical practitioner, nurse practitioner or senior person at an authorised site); and
c. another change to the approval holder's circumstances that substantially affects the holder's ability to comply with a condition of the substance authority.

14. Where the approval holder proposes to stop carrying out a dealing with a medicine under a substance authority, the holder must give the chief executive of Queensland Health (or delegate) a notice in the approved form stating the following information (s43 of the MPMR):
    a. the day the dealing is proposed to stop;
    b. the amount of medicines that are likely to be unused on that day, if any; and
    c. how the approval holder proposes to deal with any unused medicines.

Common additional conditions

Under section 70 of the MPA, a substance authority is subject to a condition (a standard condition) prescribed by regulation to apply in relation to the substance authority and any additional or changed condition decided by the chief executive of Queensland Health (or delegate).

Commonly imposed additional conditions for general approvals (emergency management of animals) are for approval holders to:

- maintain a record of all places where medicines are being stored under the approval and to notify the chief executive of Queensland Health (or delegate) of any change in these places (in the approved form); and
- notify the chief executive of Queensland Health (or delegate) of medicines usage throughout the previous 3 months (in the approved form).

Entities granted an approval should review their approval instrument carefully to ensure that any changed or additional conditions are met.

Information about general approvals for emergency management of animals

Supervision

In compliance with section 37 of the MPMR, holders of general approvals for emergency management of animals must appoint a veterinary surgeon who is appropriately qualified to oversee the activities under the approval. Supervising veterinary surgeons are required to purchase the medicines on behalf of the approval holder, give prescriptions to administer medicines and where deemed suitable, make standing orders.

Supervising veterinary surgeons are also responsible for 'credentialing' staff, i.e. that each qualified person has demonstrated (and continues to demonstrate) the necessary competence (skills and knowledge) and training to perform the tasks related to scheduled medicines that may be allocated to them by the approval holder.

Further, in compliance with section 38 of the MPMR, the holder of a general approval for emergency management of animals must take all reasonable steps to ensure that a

supervising veterinary surgeon is available to be contacted (to provide oral prescriptions to qualified persons providing treatment under the approval) any time a person is likely to be caring for or treating sick, injured or orphaned animals under the approval.

Qualified persons

A ***qualified person***, under a general approval (emergency management of animals), is defined in schedule 16, part 3, section 5 of the MPMR as a person who has either:

(a) completed a training course approved by the chief executive of Queensland Health (or delegate) about the safe administration of medicines to animals; or

(b) skills and knowledge equivalent to the competency the person would achieve by completing the training course mentioned in (a), as stated in writing by a veterinary surgeon.

The document, *Competency requirements for the emergency management of animals*, specifies the training courses approved by the chief executive of Queensland Health (or delegate) and establishes the minimum competency requirements for persons administering medicines to animals under this class of general approval.

Pentobarbital

As an extremely dangerous drug, there are some additional controls placed on pentobarbital (lethabarb®), including that pentobarbital must be put into a locked medicine store (e.g. a chest, cupboard, refrigerator, room or vehicle cage) or an S8 safe when not in use.

In addition, barbiturates such as pentobarbital are classified as diversion-risk medicines (see schedule 2 of the MPMR). Therefore, where a general approval authorises the use of pentobarbital, approval holders and persons acting under the approval must ensure they adhere to the requirements for S4 diversion-risk medicines, including:

- removing access to waste of diversion-risk medicines;
- recording the putting in or taking out of diversion-risk medicines and waste from a medicine store under chapter 8, part 2 of the MPMR;
- reporting lost or stolen diversion-risk medicines under chapter 8, part 5 of the MPMR.

Standing orders

As per section 104(2)(b) and schedule 16, part 2 of the MPMR, general approvals for emergency management of animals allow for the use of standing orders: a veterinary surgeon may make a standing order under an approval and a qualified person may administer a medicine on a standing order made under the approval (or on an oral prescription). Standing orders must be made by a supervising veterinary surgeon in accordance with the requirements of chapter 4, part 7 of the MPMR 'Making standing orders'.

A separate standing order is required for each medicine and each standing order must contain the information specified in section 106, such as the class of person who may administer the medicine, medical conditions to which the order applies, the circumstances in which the medicine may be administered, and the recommended dose or dose range for the circumstances.

In addition to the standard content, standing orders for general approvals for emergency management of animals must contain additional content in accordance with section 107 of

the MPMR. **The veterinary surgeon must state in the standing order that a person proposing to administer a medicine under the order must first attempt to contact the veterinary surgeon (or another veterinary surgeon) before administering the medicine**, except in urgent situations requiring immediate treatment of an animal.

Standing orders must be available for any person who may administer a medicine under the order as well as the other persons mentioned in section 108 of the MPMR. As soon as practicable after administering a medicine under a standing order, the qualified person must make and keep a record of the particulars specified in section 141 of the MPMR.

Substance management plans – chapter 4, part 2 of the MPA

A substance management plan (**SMP**) is a document setting out how known and foreseeable risks associated with any regulated activity with a regulated substance are to be managed at a regulated place (section 92 of the MPA). Applicants for general approvals for emergency management of animals must have an SMP that meets the requirements specified in section 93 of the MPA and in the *Departmental standard: Substance management plans for medicines* under the MPMR, detailing what governance is in place to ensure that medicines will be managed effectively. A guideline for developing an SMP for medicines is available on the Queensland Health website.

To provide sufficient time for approval holders to comply with this new requirement, an SMP is not required until 1 year after the commencement of the MPA, i.e. 27 September 2022 (s280 MPA). Despite this, applicants should be able to demonstrate how they intend to manage and mitigate risks, by having in place appropriate procedures and protocols – as was required under the HDPR. Read more about SMPs for medicines.

Duration of approvals

Section 69 of the MPA provides that the chief executive of Queensland Health (or delegate) determines the duration of a granted substance authority. General approvals for emergency management of animals will usually be granted for two years, but a shorter term may be granted if requested or if the chief executive of Queensland Health (or delegate) determines that a shorter period is appropriate.

Change of name, location or circumstances

Substance authorities are not transferable across different entities. Accordingly, substance authority holders must notify Queensland Health if the authorised entity intends to change their name or ACN/ABN; change premises; or has another change in circumstances during the term of the substance authority, because this may mean that the authority is no longer valid. If the change is due to a change in ownership of the entity, or the chief executive of Queensland Health (or delegate) otherwise considers the change to be substantial, a new application will likely be required; in other circumstances, an amendment application may be required.

Applying for a general approval

In determining the application, the matters described in section 76 of the MPA may be taken into consideration.

Queensland Health assesses all information relevant to an application including:

- prior compliance history;
- background, skills and qualifications of persons who will be responsible for overseeing activities to be carried out or will have access to regulated substances;
- which regulated substances are to be included in the substance authority;
- proposed activities and locations where regulated substances are to be used and stored; and
- the documented governance arrangements in place relevant to the substance authority.

An inspection of the premises may also be undertaken.

All applications are assessed individually, and there is no guarantee that a substance authority will be granted to any applicant.

Under chapter 3, part 3, division 4 of the MPA, applications are decided within 90 days of the application (final consideration day – section 86 of the MPA), or the latest day the chief executive of Queensland Health (or delegate) receives information from the applicant (section 89 of the MPA), unless a later date is agreed (s88 of the MPA). Applications not decided by this time are taken to have been refused (s89(4) of the MPA).

To apply, submit via email the **attached** application form, accompanied by all supporting documents (certified where required), to:

> The Chief Executive, Queensland Health
> c/o Healthcare Approvals and Regulation Unit (HARU)
> medicines.applications@health.qld.gov.au

Queensland Government

Queensland Health

Medicines and Poisons Act 2019

MPA-75GAM
Version 2:03/2022

INITIAL APPLICATION FOR A GENERAL APPROVAL (EMERGENCY MANAGEMENT OF ANIMALS)

Privacy statement – please read carefully

Personal information collected by Queensland Health is handled in accordance with the *Information Privacy Act 2009*. Queensland Health is collecting your personal information on this form under authority of the *Medicines and Poisons Act 2019*. The information is being collected to ensure that health risks arising from the use of regulated substances are appropriately managed. All personal information will be securely stored and only accessible by Queensland Health. Your personal information will not be disclosed to any other third parties without consent unless the disclosure is authorised or required by law. For information about how Queensland Health protects your personal information or to learn about your right to access your own personal information, please see our website at www.health.qld.gov.au/global/privacy.

Section 1 – Applicant (entity) details

Provide details of the legal entity (individual/organisation) seeking the approval

Type of entity seeking the approval		Specify type (if another entity)	

Name of entity (e.g. individual (surname, given names), partnership, company, incorporated association)

Trading name (if applicable)		ACN or ACNC (if applicable)	
Entity phone		Entity email	
Postal address		Town/ Suburb	P/C
Contact person		Phone	Email

☐ Attach a current **company extract** from the Australian Securities and Investments Commission (ASIC) (if applicable)

☐ Attach a copy of **current registration** with the Australian Charities and Not-for-profits Commission (ACNC) (if applicable)

Section 2 – Relevant persons (s76 MPA)

All applications must include completed Details of relevant person forms (MPA-76) for each of the following:

1. (a) If the approval is to be issued to a sole trader, the **applicant** must complete the relevant person form.
   (b) If the approval is to be issued to a partnership, **each partner** must complete the relevant person form.
   (c) If the approval is to be issued to a body corporate, an **executive officer** (executive director, company secretary, chief executive officer, general manager or chief financial officer) must complete the relevant person form.
2. A senior person (the person responsible for daily operations at the site e.g. general manager/supervisor) must be nominated and complete the relevant person form, where medicines are to be delivered to, and stored at, a central location (e.g. primary facility). **Each senior person** must complete the relevant person form.
3. **Each registered veterinary surgeon**, appointed to be responsible for providing governance and oversight, prescriptions/standing orders for qualified persons, and to purchase the medicines must complete the relevant person form.
4. Each **person that intends to administer medicines** under the approval, including any volunteers must complete the relevant person form.

☐ Attach completed details of relevant person forms for each person relevant to this application

Section 3 – Locations where medicines are to be stored in preparation for use

Provide details of the proposed locations/field sites where medicines are to be stored in preparation for providing emergency treatment or care to animals. If medicines are to be delivered and stored centrally (e.g. at the organisation's premises/facility), provide these details in section 4. To include additional locations, please attach further details.

INITIAL APPLICATION FOR A GENERAL APPROVAL (EMERGENCY MANAGEMENT OF ANIMALS)

Location 1

Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	

Description of emergency management of animals to be provided at/from **this** location including days/times

Nature of storage (details of room, receptacle etc.)

Control of access (details of safe, keyholders etc.)

Does the storage at this location meet the requirements of s198 of the MPMR?	☐ Yes	☐ No

Location 2

Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	

Description of emergency management of animals to be provided at/from **this** location including days/times

Nature of storage (details of room, receptacle etc.)

Control of access (details of safe, keyholders etc.)

Does the storage at this location meet the requirements of s198 of the MPMR?	☐ Yes	☐ No

INITIAL APPLICATION FOR A GENERAL APPROVAL (EMERGENCY MANAGEMENT OF ANIMALS)

Location 3

Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	

Description of emergency management of animals to be provided at/from **this** location including days/times

Nature of storage (details of room, receptacle etc.)

Control of access (details of safe, keyholders etc.)

Does the storage at this location meet the requirements of s198 of the MPMR?	☐ Yes	☐ No

Location 4

Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	

Description of emergency management of animals to be provided at/from **this** location including days/times

Nature of storage (details of room, receptacle etc.)

Control of access (details of safe, keyholders etc.)

Does the storage at this location meet the requirements of s198 of the MPMR?	☐ Yes	☐ No

Location 5					
Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	
Description of emergency management of animals to be provided at/from **this** location including days/times					
Nature of storage (details of room, receptacle etc.)					
Control of access (details of safe, keyholders etc.)					
Does the storage at this location meet the requirements of s198 of the MPMR?		☐ Yes	☐ No		

Location 6					
Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	
Description of emergency management of animals to be provided at/from **this** location including days/times					
Nature of storage (details of room, receptacle etc.)					
Control of access (details of safe, keyholders etc.)					
Does the storage at this location meet the requirements of s198 of the MPMR?		☐ Yes	☐ No		

Section 4 – Premises where medicines are to be stored

If medicines are to be delivered and stored centrally (e.g. at the organisation's premises/facility), provide details of the physical address and storage in this section. Do not include details for field locations where individuals will store medicines off-site in preparation for use; this information is provided in Section 3. To include additional locations, attach further details.

Central storage location 1

Do not repeat storage details for locations/sites already provided in section 3.

Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	

Storage location (e.g. building/room number)

Nature of storage (details of room, receptacle etc.)

Control of access (details of safe, keyholders etc.)

Central storage location 2

Premises Name		☐ Residential ☐ Commercial/industrial			
Street Address		Town /Suburb		P/C	
Contact person		Phone		Email	

Storage location (e.g. building/room number)

Nature of storage (details of room, receptacle etc.)

Control of access (details of safe, keyholders etc.)

INITIAL APPLICATION FOR A GENERAL APPROVAL (EMERGENCY MANAGEMENT OF ANIMALS)

Section 5 – Medicines proposed to be used under this approval

The medicines that may be authorised for a general approval for emergency management of animals are listed below.

Select which medicines are sought for this approval:

- ☐ Alphaxalone
- ☐ Acepromazine
- ☐ Pentobarbital
- ☐ Zolazapam / Tiletamine
- ☐ Xylazine

Section 6 – Substance management plan (s93 MPA, Chapter 6 and Schedule 17 MPMR)

The holder of a general approval for emergency management of animals, must make a substance management plan before any regulated activity happens with a regulated substance at, or in connection with, a regulated place (e.g. an authorised location stated in the approval), unless the person has a reasonable excuse.

The substance management plan must:

- state the following:
  - the day the plan starts;
  - the location of the place;
  - the regulated activities and regulated substances to which the plan applies;
  - the persons (staff) to whom the plan applies; and
- address the matters specified in the Departmental standard: 'Substance management plans for medicines' under the MPMR; and
- be written in a way that is likely to be easily understood by staff.

The approval holder (as 'relevant person') must ensure the substance management plan:

- is made available to staff when it is made; and
- is reviewed at the time specified in the MPMR.

NOTE: A SUBSTANCE MANAGEMENT PLAN IS NOT REQUIRED UNTIL 27 SEPTEMBER 2022 (s280 MPA)

Have you prepared a substance management plan that meets the criteria above and the Departmental standard: 'Substance management plans for medicines' of the MPMR?	☐ Yes	☐ No

Section 7 – Standing orders (ss102-108 MPMR)

Do you intend to use standing orders (similar to veterinary protocols required under the HDPR) under this general approval?	☐ Yes	☐ No
If yes, do all standing orders meet the criteria set out in Chapter 4, Part 7 of the MPMR (in particular sections 106 and 107 of the MPMR including the requirement that each standing order is made and signed by a veterinary surgeon)?	☐ Yes	☐ No

Section 8 – Duration of the substance authority (s69 MPA)

General approvals for emergency management of animals may be issued for up to two years, but a **shorter term** may be requested/granted.

Please specify the term of approval sought:

☐ 1 year	☐ 2 years	☐ Another term, please specify

Section 9 – Additional information and attachments

Provide any additional information to support your application

Provide/specify which attachments are attached to support this application:

- ☐ A current **company extract** from the Australian Securities and Investments Commission (ASIC)
- ☐ A copy of **current registration** with the Australian Charities and Not-for-profits Commission (ACNC)
- ☐ A complete up-to-date **list of all locations where medicines are being stored**, including the quantity of each medicine being stored at each location
- ☐ Details of **relevant person** forms for each person relevant to the application (directors, registered veterinary surgeons, senior persons e.g. managers/supervisors etc., persons proposing to administer medicines)
- ☐ Evidence of the **credentialing process** used to prove that persons providing care or treatment for animals have the necessary competence and training to use scheduled medicines, signed by a veterinary surgeon
- ☐ Other **relevant documents** (e.g. operational procedures, governance documents) please specify

Section 10 – Consent and declaration

By making this application:

- ☐ I declare that I have authority to make this application on behalf of the applicant.
- ☐ I consent to Queensland Health making enquiries of, and exchanging information with, the authorities of any Australian state or territory, or of the Commonwealth, regarding any matters relevant to this application. If relevant information cannot be obtained from other entities, Queensland Health will determine the application on the information available.
- ☐ I declare that, to the best of my knowledge, all information provided in and with this application form is true and correct in every detail.
- ☐ I understand that if anything has been stated in this application form, or in an attachment provided with this application, that is false or misleading, any substance authority granted may be suspended or cancelled.

Full name of applicant or authorised representative (where applicant is a body corporate or another entity)	Designation of applicant or authorised representative

Signature of applicant or authorised representative (where applicant is a body corporate or another entity)	Date (DD/MM/YYYY)