



Newfoundland and Labrador Pharmacy Board

Policy

Requirements When Relocating a Pharmacy

Last revised October 28, 2021

1. A "Relocation" occurs the pharmacy moves from one location to another. This may mean relocation outside of the existing location with a new address, or within the premises with no address change.
2. At least ninety (90) 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 location that meets *NLPB's Floor Plan Requirements* (<https://nlpb.ca/media/NLPB-Floor-Plan-Requirements-Oct2021.pdf>).
4. Once the application has been reviewed and approved, the pharmacist-in-charge will be contacted to schedule an assessment 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 assessment. The pharmacy will not be assessed until the self-assessment has been received and reviewed by NLPB staff.
6. Pharmacists-in-charge are also reminded to contact the Newfoundland and Labrador Centre for Health Information as soon as possible to arrange for a Pharmacy Network connection, which must be in place prior to the change in location.
7. 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.
8. Signs must be removed from the previous location upon relocation of the pharmacy.