

## Which forms to complete and when

Find the right form for your situation

- Requirements vary depending on whether the pharmacy business is licensed under the *Pharmacy Business Ownership Act 2024* (PBO Act) or not.
- First, check if the pharmacy business is licensed by viewing the [Pharmacy Business Register](#)
  - If the pharmacy business is not listed in the Register, go to section [Pharmacy business is not licensed](#).
  - If the pharmacy business is listed in the Register, go to section [Pharmacy business is licensed](#).





# Pharmacy business is not licensed

Situation	Form/s to be completed	Completed by	When
1. I am an existing owner of an existing pharmacy business <sup>1</sup> and want to apply for a pharmacy business licence	Form 1A or Form 1B Applicable annexures See <a href="#">Apply for a licence</a>	Existing owner/s	See <a href="#">Who needs to apply for a licence and when</a>
2. I am purchasing an existing pharmacy business (or an interest in existing business). I am not currently an existing owner in this business	Form 1A or Form 1B Applicable annexures See <a href="#">Apply for a licence</a>	New owner/s  Outgoing owners are not required to submit any forms	Prior to settlement
3. I am a setting up a new pharmacy business and want to apply for a pharmacy business licence	Form 1A or Form 1B Applicable annexures See <a href="#">Apply for a licence</a>	New owner/s	Prior to commencing trading

**If an existing pharmacy business is not licensed, the existing owner/s are required to notify the Council under the *Pharmacy Business Ownership Act 2001* for certain changes. For more information go to [Notifications under the 2001 Act](#)**

<sup>1</sup>Section 213 of the PBO Act provides that an existing pharmacy business means a pharmacy business being carried on under the [Pharmacy Business Ownership Act 2001](#) (2001 Act) immediately before commencement of the *Pharmacy Business Ownership Act 2024* (31 October 2025).



# Pharmacy business is licensed

Situation	Section PBO Act	Form/s to be completed	Completed by	When
I am purchasing a licensed pharmacy business from current licence holders (no current licence holders will remain)	s23	Form 1A or Form 1B Applicable annexures See <a href="#">Apply for a licence</a>	New owner/s	Prior to settlement
	s69	Email <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a> to notify the surrender of the licence	Outgoing licence holder/s	Within 14 days after the settlement
<b>Current licence holder/s – See <a href="#">Update an existing licence</a> for relevant forms</b>				
I want to add a single incoming owner to my licence	s38	Form 2 Applicable annexures	Current licence holder/s and incoming party	Prior to settlement
I have sold my ownership interest to the remaining licence holders	s43	Form 3	Outgoing licence holder  The remaining licence holders are not required	After settlement



Situation	Section PBO Act	Form/s to be completed	Completed by	When
			to submit any forms	
I want to add an incoming owner to my licence and remove an outgoing licence holder	s38	Form 2 Applicable annexures	Current licence holder/s (including outgoing licence holder) and incoming party	Prior to settlement
	s43	Form 3	Outgoing licence holder	After settlement
I am selling my licensed pharmacy business to a new owner	s69	Email <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a> to notify the surrender of the licence	Outgoing licence holder/s	Within 14 days after the settlement
	s23	Form 1A or Form 1B Applicable annexures	New owner/s	Prior to settlement



Situation	Section PBO Act	Form/s to be completed	Completed by	When
		See <a href="#">Apply for a licence</a>		
I am closing the licensed pharmacy business permanently	s69	Email <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a> to notify the surrender of the licence	Current licence holder/s	Within 14 days of the pharmacy business closing
I am changing my percentage ownership of the licensed pharmacy business		You are not required to notify the Council if joint licence holders change their ownership share in the pharmacy business, unless there are incoming owner/s or outgoing licence holder/s		
I want to restructure the ownership of the licensed pharmacy business (e.g. I am a sole trader, and I want to set up a new corporation to own my interest)	s23	Form 1A or Form 1B Applicable annexures See <a href="#">Apply for a licence</a>	New owner/s	Prior to restructure
	s69	Email <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a> to notify the surrender of the licence	Outgoing licence holder/s	Within 14 days of the restructure
<b>Obligations of holders of pharmacy business licences and material interest holders</b>				
I want to relocate the licensed premises to a new address, or to move to a different tenancy within the same shopping centre, resulting in a	s49	Form 4	Current licence holder/s	Prior to relocation



Situation	Section PBO Act	Form/s to be completed	Completed by	When by
<p>change to the address of the licensed premises.</p> <p>Please note that a refit of the licensed premises without changing the address does not require an application.</p>				
I want to add a director to, or remove a director from, a licence	s53	Form 5 Applicable annexures	Current licence holder/s	After the change
I want to add a material interest holder to, or remove a material interest holder from, a licence e.g. a beneficiary, a shareholder or another type of material interest holder	s53	Form 5 Applicable annexures	Current licence holder/s	After the change
I want to change the business name of the licensed pharmacy business	s59	Form 6	Current licence holder/s	When a change is sought
I want to request the Council to change a condition of my licence	s59	Form 6	Current licence holder/s	When a change is sought
I want to change the name of an owner, director or material interest holder (e.g. change to surname, corporation changes name)	s59	Form 6 Applicable annexures	Current licence holder/s	After the change



Situation	Section PBO Act	Form/s to be completed	Completed by	When
I am a licence holder, or a director or shareholder of a licence holder, and I have been convicted of a new indictable offence	s75	Email details to <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a>	Current licence holder, or director or shareholder of a current licence holder	Within 14 days after being convicted
I am a licence holder, or a director or shareholder of a licence holder, and there has been a change in the matters listed in section <a href="#">72(a) to (e)</a> or <a href="#">(g) to (j)</a> of the PBO Act related to fit and proper person criteria	s76	Email details to <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a>	Current licence holder, or director or shareholder of a current licence holder	Within 14 days after change
I hold a licence jointly and one of the licence holders has died	s77	Email details to <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a>	Remaining licence holder/s  (note only one licence holder is required to give notice)	Within 14 days after the death



Situation	Section PBO Act	Form/s to be completed	Completed by	When
I have changed the postal address, phone number or email address of a licensed pharmacy business	s78	Email details to <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a>	Current licence holder/s  (note only one licence holder is required to give notice)	Within 14 days after the change
<p>There has been:</p> <ul style="list-style-type: none"> <li>• a change in the number or type of shares a person holds in a holder of the licence</li> <li>• a change in a person's material interest in the pharmacy business to which the licence relates, including, for example, a person acquiring a new material interest in the pharmacy business or disposing of the person's material interest in the pharmacy business, or</li> <li>• a change of a director of a holder of the licence</li> </ul>	s79	Form 7	Current licence holder/s  (note only one licence holder is required to give notice)	Within 14 days after the change
I am proposing to temporarily close my licensed pharmacy business for a period of more than one week	s80	Email details to <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a>	Current licence holder/s  (note only one licence holder is	Before closure (unless the licence holder has a reasonable excuse e.g.



Situation	Section PBO Act	Form/s to be completed	Completed by	When
			required to give notice)	due to an unexpected disaster event such as a cyclone or flood)
<p><b>Other matters</b></p> <p>For the following matters, please contact the Council at <a href="mailto:enquiries@pboc.qld.gov.au">enquiries@pboc.qld.gov.au</a> for further information:</p> <ul style="list-style-type: none"><li>• A licence holder dies (and the licence is not held jointly)</li><li>• A licence holder, or a director or shareholder of a corporate owner has their general registration cancelled under the Health Practitioner Regulation National Law</li><li>• A director, shareholder or beneficiary is no longer the spouse of the practising pharmacist in the pharmacy business</li><li>• Insolvency of the licence holder.</li></ul>				