

Guidance: Completing a medicinal cannabis licence application form

V1.0 – December 2021

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# Version control

Updates to this document will occur automatically on the Office of Drug Control website and the revision table below will list the amendments as they are approved.

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# Introduction

The *Narcotic Drugs Act 1967* (the Narcotic Drugs Act) provides for the grant of a licence and permits authorising the cultivation, production, and manufacture of cannabis for medicinal or scientific purposes in Australia.

A medicinal cannabis licence (and subsequent permits) may be granted after an application is made under the Narcotic Drugs Act to the Secretary of the Department of Health, or their delegate (the delegate), where there are no mandatory or particular grounds of refusal, and where it is appropriate to do so in all the circumstances. This means that some licence applications do not result in a licence being granted.

The Narcotic Drugs Act, and the associated Narcotic Drugs Regulation 2016 (the Regulation) contain all the matters that the delegate must consider in deciding whether to grant or refuse to grant a licence following an application. The application form (available through the online portal) asks for all the information and documents required to help the delegate consider these matters.

Lodgement of an application is not approval to conduct activities involving cannabis or cannabis material.

Note: The Narcotic Drugs Actauthorises the delegate to make a range of decisions and take a number of different actions in relation to licences and permits authorised under the Narcotic Drugs Act. In practice, the delegate works within the Office of Drug Control (ODC), part of the Department of Health. This document generally refers to the ODC, as the ODC administers the Narcotic Drugs Act, however, it is a delegate who makes decisions on particular applications and licences.

## Providing incorrect information

All information provided in the application must be truthful and accurate. Legal sanctions apply under Divisions 136 and 137 of the *Criminal Code Act 1995* (Cth) to any applicant knowingly providing incorrect information or withholding information that may be relevant to the decision. The ODC verifies information in an application with state and territory authorities, including law enforcement agencies.

The delegate must refuse to grant a licence where they are satisfied on reasonable grounds that the application:

* contains information, or information has been given in relation to the application that is false or misleading in a material particular, or
* omits matters or things without which the application is misleading in a material respect. It is also grounds for revocation if the permit was obtained or varied on the basis of information described above.

# Completing the online application form

Applicants are able to apply for a licence to cultivate, produce, and/or manufacture cannabis for medicinal or scientific purposes through the online application available on the ODC website [https://www.odc.gov.au/licence-and-permit-application-forms-0.](https://www.odc.gov.au/licence-and-permit-application-forms-0)

Some questions in the application allow for a text response to answer the question. At present, a maximum word count has not been set for these questions, however the ODC recommends answering the question in the least number of words possible while still conveying the applicant’s response. Generalised responses may slow assessment and decision-making times.

## Prerequisite Questions

Before an applicant starts completing the online application form, a list of prerequisite questions will be asked. These questions do not form part of the application and will not be provided to the ODC. The purpose of the questions is to help potential applicants understand whether they should proceed with a licence application, noting that the application fee is non-refundable, regardless of whether a licence is granted or refused.

# The Applicant

The proposed licence holder (the applicant) will be legally responsible for any activities conducted under the licence, if granted. The applicant for a medicinal cannabis licence must therefore be the person/entity who intends to hold the licence, and conduct authorised activities under the licence.

The applicant may be a body corporate (a company with Ltd in its title), natural person (an individual), or an agency of the Commonwealth, or of a State or Territory, but cannot be a trust or a partnership. All information in this section refers to the applicant.

Irrespective of the person(s) completing the application form, the applicant is accountable for the accuracy of the information entered and submitted as part of the application, including any supporting documents.

## Proposed licence holder

In this section of the online application form, identify whether the applicant is a body corporate, an individual, or an agency of the Commonwealth, or a State or Territory.

The required information in the application will differ depending on the type of applicant.

## If Body Corporate – Applicant Details

#### Entity Name

This is the name as registered with the Australian Securities and Investments Commissions (ASIC).

#### ACN

Applicants should provide an Australian Company Number (ACN) for a body corporate as issued by the ASIC so the ODC can confirm the company registration.

#### Company Extract

A Current and Historical Company Extract for the applicant that has been issued within the last 30 days by ASIC (that accurately reflects the structure of the applicant at date of application), must be provided. The ASIC extract should show details of any directors or officeholders, shareholders and the proportion of the shares held in the company. Where shareholders are not listed on this statement, a separate list of shareholders, including percentage of ownership must be provided.

## If Individual – Applicant Details

#### Name

Provide the legal name of the applicant, that corresponds with that on their identification documents.

#### Proof of identity

Copies of three certified proof of identity (POI) documents must be submitted with the application. One document must be from category A. Types of documents that can be provided are:

***category A document***, in relation to an applicant for a licence, means:

                     (a)  a birth certificate issued by a State or a Territory; or

                     (b)  a current passport issued by the Commonwealth; or

                     (c)  a citizenship certificate issued by the Commonwealth, or documentary evidence that the applicant has been registered by the Commonwealth as an Australian citizen by descent; or

                     (d)  a current passport issued by a foreign government.

***category B document***, in relation to an applicant for a licence, means:

                     (a)  a driver’s licence or a learner’s permit, issued under a law of a State or a Territory, that includes a photograph of the applicant, the applicant’s signature and a street address that is the same as the address stated in the application for the licence; or

                     (b)  a medicare card; or

                     (c)  documentary evidence that the applicant is an Australian permanent resident within the meaning of the *Migration Act 1958*.

These certified documents are required to legally verify the identity of an applicant who is a natural person (individual). These documents must be certified as true copies by a person who is prescribed under regulation 3 of the *Statutory Declaration Regulations* *1993*.

## If an agency of the Commonwealth, or of a state or territory – Applicant Details

#### Entity Name

This is the legal name of the relevant agency.

#### ACN/ABN/ABRN

Applicants should provide an Australian Company Number (ACN, Australian Business Number (ABN) or Australian Business Registration Number (ABRN) if one is held.

#### Details about the agency

Where an applicant believes it is an agency of this kind, the title (name) of the agency’s establishing legislation must be provided at the time of application so that the ODC can confirm that the applicant is such an agency.

# Contact details

## Person completing and submitting this application

The person completing and submitting the application must have authority to act on behalf of the applicant in relation to this application and any subsequent licence, should one be granted. This person may be removed as a nominated contact upon request by the applicant.

## Other nominated contacts

List persons nominated to discuss the application and any subsequent licence, if granted. Additional people may be added or removed as required. The ODC recommends adding at least one additional contact for the purposes of the application.

# Fit and Proper Persons

This section of the form seeks a range of information to satisfy the ODC (on reasonable grounds) that the applicant is a fit and proper person to hold a licence (see 8G(1)). Sections 8A and 8B outline the matters to which the delegate may have regard to in making this decision.

The ‘fit and proper person’ test is applied to the applicant and to relevant business associates of applicants, in order to ensure that criminal elements, including organised crime, do not infiltrate the licence scheme and use it as cover for illegal activities.  This test involves consideration of a range of matters including criminal history, connections and associates, financial status, business history and capacity to comply with licensing requirements.

[Guidelines covering Fit and Proper Persons and Suitable Staff](https://www.odc.gov.au/publications/guideline-fit-and-proper-persons-and-suitable-staff) are provided on the ODC website and should be read and understood before completing the online application form.

**Importantly**, all information provided is considered case by case. Failure to meet some requirements relating to fit and proper persons does not mean that an application will be automatically unsuccessful. The ODC will consider the circumstances and context of the information and may still determine that the applicant is fit to hold a medicinal cannabis licence.

## For Body Corporates

The applicant must provide the name and date of birth of each of the directors and officers of the body corporate.

[Informed Consent Forms](https://www.odc.gov.au/sites/default/files/informed-consent-form.pdf) are required to be provided with the licence online application form for the following people in relation to the applicant:

* all directors
* officeholders
* any natural persons with ≥20% shareholdings in the applicant.

Where a shareholder is not a natural person i.e. a company or body corporate, and has ≥20% shareholding in the applicant, a Current and Historical Company Extract for that shareholder issued within the last 30 days by ASIC, must be provided.

An Informed Consent Form is required for each individual office holder of the shareholding company, and for shareholders where their total interest in the applicant exceeds 20%.

***Example*** *- If Company B holds a 50% shareholding in the applicant, and Company B has one director and two shareholders, all three individuals are required to provide Informed Consent Forms.*

A Current and Historical Company Extract issued within the last 30 days by ASIC is required for each shareholder of the shareholding company where their interest in the applicant exceeds 20%.

***Example*** *– If Company C holds a 50% shareholding in the company, and Company D owns 50% of Company C, with the rest of the shares owned by 2 other companies, an ASIC statement for Company C should be provided (as it has a 25% interest in the applicant).*

Please note that the should the applicant be structured in such a way that the ASIC statement for the applicant and for any shareholder companies indicate that further persons have significant shareholdings or financial interest in the applicant, the ODC will seek provision of further Informed Consent Forms and ASIC statements as required.

## Convictions, Civil Penalties, Revocations

The applicant is required to declare **any** convictions, civil penalties and/or licence revocations as described in the online application form.

#### Conviction against the Commonwealth, State or Territory, or another country

The ODC requires a statement in the application regarding any conviction(s) of the applicant, or the directors or officers of the body corporate, at any time of an offence against a law of the Commonwealth, a State or a Territory or another country. The delegate will consider any prior convictions in deciding whether to grant a licence. The statement must include:

* when the conviction was recorded
* the nature of the conviction
* the jurisdiction where the conviction was recorded
* the consequence of that conviction, for example a custodial sentence.

The ODC will liaise with other agencies to validate this information and failure to identify director(s) or officer(s) that have been convicted of an offence may result in the application being refused or the revocation of a medicinal cannabis licence if such information comes to light at a later date.

#### Civil Penalties

The ODC requires a statement in the application regarding any civil penalties imposed on the applicant, or any director or officer of the body corporate, including the basis for the civil penalty, the date it was imposed, the jurisdiction that issued the penalty and the value of the penalty. This delegate will consider this information in deciding whether to grant or refuse to grant a licence.

#### Revocation or suspension of a licence

The applicant must disclose any revocation or suspension of a licence or permit (however described) held by the body corporate that occurred under a law of the Commonwealth, a State, a Territory or another country, where the law relates to the prohibition or regulation of drugs. The ODC will require a statement including details of the:

* law that the licence or permit was issued under
* activities authorised by the licence or permit
* jurisdiction that revoked or suspended the licence or permit
* reason/s for the revocation or suspension
* period of the suspension
* penalty imposed (if any) and the value of the penalty linked to previous or current revocations and suspensions.

The ODC will liaise with other agencies to validate this information.

## Financial Background

The applicant must provide evidence with the online application form that it has a sound and stable financial background and is not in financial circumstances that may significantly limit its capacity to comply with its obligations under a licence.

Applicants do not need to have the full funds available to it at the time of application, but they should provide evidence to satisfy the delegate that the required funds are likely to be made available to them.

Applicants *are* expected to have the immediate capacity to meet planning, licensing and entity maintenance costs, such as licence fees, and general business costs. In addition, applicants must be able to demonstrate certainty of funding to meet infrastructure and development costs (for example, an applicant may not have the funding immediately available but may have a loan agreement).

A further funding consideration is the working capital needed to complete and operate the facility that an applicant is seeking a licence for.

***Examples*** – The following are examples of information or documents that may be provided to support an application include:

* a recent bank statement for the *applicant* that includes transactions for a period of six months
* a list of the *applicant’s* assets
* a financial audit report by a suitably qualified person (with a positive outcome)
* a published statement of profit/loss or published financial statement (with a positive outcome)
* forecast costs for site preparation and business investments
* any agreements that may be in place with financial institutions, investors or officeholders for funding, e.g. a signed loan agreement from a bank or finance company, or a signed letter of commitment from an investor indicating how much funding they are prepared to provide and in what circumstances.

If the above cannot be provided for the *applicant*, the required evidence should be provided for any directors, shareholders or investors that will be funding the operation. In this case, a clear explanation of the financial structure will also be required.

***Note*** - The following examples are ***not*** considered suitable evidence to demonstrate an applicant has a sound and stable financial background:

* a screen shot of an internet banking account
* a letter from a bank advising only the balance of an account
* a letter from an accountant attesting to the sound and stable financial background of the applicant, without supporting evidence
* documents that do not adequately identify the entity or person which the document relates to (e.g. a bank statement with account holders name cropped out)
* documentation that is not in the applicant’s name that does not have a clear explanation as to its relevance to the application (e.g. a director’s bank statement where it has not been stated in the application that the director will be personally funding the operation).

The risk of potential business failure of a regulated entity that is licenced to conduct activities with cannabis is of major concern to the ODC. The focus of requesting this information is to ensure that sufficient financial experience and reserves exist, so the delegate can reasonably assume business robustness and longevity.

## Good repute, business experience, and connections and associations

The focus of the questions in this section is to determine whether any decision makers or persons handling the affairs of the body corporate may be subject to influence that would affect compliance with the Narcotic Drugs Act and the conditions of the licence, if granted. The delegate must consider such connections and associations when assessing an application.

#### Business Experience

The applicant should provide details of the previous business experience of the applicant’s directors and officers, and if known, the shareholders who are in a position to influence the management of the applicant. The business experience of directors and officers generally supports the application where it demonstrates relevant skill sets and experience. Such positive background is often not directly related to the medicinal cannabis industry.

An extensive resume is not required for each; however, a summary of the relevant business experience should be provided.

#### Connections and Associations

The ODC must consider the connections and associations of the applicant (and its directors and office holders) in deciding whether to grant a licence. For this reason, there are a number of questions in this section designed to help the ODC understand more about theses connections and associations.

Regarding the first question in this section, applicants are asked to identify any people with whom the applicant has a connection or association that may affect the delegate’s view as to whether the applicant is a fit and proper person to hold the licence. This includes, but is not limited to, relatives of the directors or officers. It is important that any such people are identified in the application, and that the applicant provides a clear explanation about the relationship, the potential for involvement with the applicant and the authorised activities. Failure to disclose this information can result in refusal of the application or delays in a decision being made.

Some examples of associations that ODC may seek further information about are links the body corporate has with any person:

* with known links to criminal or outlawed organisations
* with a criminal history or served a custodial sentence
* who has had a civil penalty imposed

The applicant should include any family members or business associates of the body corporate who have known links to a criminal organisation or have been convicted of a crime.

The ODC will liaise with law enforcement agencies to validate this information. Failure to identify a connection or association with other persons that may affect whether the applicant is considered to be a fit and proper person to hold a medicinal cannabis licence may result in a decision by the delegate to refuse to grant a licence, or the revocation of a medicinal cannabis licence if such information comes to light at a later date.

In addition, the applicant must advise of any other persons or businesses that will provide support (not limited to financial support), and as a result of that support will derive a benefit of any kind in relation to the licence.

***Example*** *– A person provides an informal loan to establish the applicant’s business, with a benefit of a share option once the business is operational. The application should disclose and provide details of the arrangement.*

Furthermore, the applicant must advise of any family members of the directors or officers that will be involved in the authorised activities, or provide finance for, or benefit from, the licence.

***Example*** *– The applicant intends the wife of a director of the applicant will be employed by the body corporate as chief researcher. This should be disclosed in the application, even if the employment is not intended to commence until after the licence is granted.*

The focus of these questions is to determine whether any decision makers or persons handling the affairs of the body corporate may be subject to influence that would affect compliance with the conditions of the licence. The delegate must consider such connections when deciding whether to grant the licence.

# Site details

Where the applicant is applying to conduct authorised activities at more than one premises, the applicant must provide the following information for each premises.

#### Site Address, Area and Government Zoning

This information should detail the exact address and location of the proposed site so the ODC can precisely identify the location of the site. The way a parcel of land is identified alters between states and territories.

The Global Positioning System (GPS) coordinates (as precisely as possible) can be provided where the proposed site is known but an address has not yet been gazetted. The applicant is also asked to provide the total area of land at the location (address) as well as the total area that will be secured and considered the licenced premises.

The applicant must advise the government zoning for the land at the proposed site. This is to ensure that the proposed site is in a zoned area that allows the intended activities to be conducted.

#### Site Ownership

Applicants must have control of the premises at the proposed location, with the ability to construct, fit out, and maintain buildings and security as required. This control may be achieved through ownership of the proposed premises, a lease, or some other kind of arrangement.

If the premises are owned by the applicant, formal evidence of ownership must be provided. This can be in the form of a deed of ownership, a rates instalment notice, etc.

If the land for the proposed site is leased by the applicant, a formal commercial lease agreement must be provided outlining the following details in relation to the lessor and the lease:

* given name/s
* surname
* address of landlord
* terms of the lease, including length and compensation
* if the landlord is aware of the activities to be conducted on the land.

The lessor must be aware of the proposed activities at the site.

In the event the proposed site is neither owned nor leased by the applicant, details must be provided of the applicant’s legal right to use, or occupy, the premises at the location, including the right to construct, maintain, and exclusively use facilities at the location. Documents to support this arrangement are also required.

# Authorised activities

There are three main activities that may be authorised under a licence:

* cultivation
* production, and
* manufacture.

An applicant may apply to be licensed to undertake any one, or more, of these activities. Often cultivation and production activities are applied for, and granted, together.

Details of the authorised activities to be conducted at each premises must be provided, and the suitability of the site in relation to the proposed activities will be considered. Applicants should be specific in relation to when cannabis is present at that premises.

It is possible to apply at a later stage for the licence to authorise additional activities, by making a licence variation application.

Please note the previous three licence structure included *cannabis research* as a licence type. As cannabis research involves cultivation/production, an applicant wishing to conduct such research should select cultivation/production here, and provide details of research activities in the next section.

#### Cultivation & Production Activities

This section asks the applicant to outline the cultivation/production activities that will be undertaken, and to provide specific details of the tetrahydrocannabinol (THC) content of the cannabis to be cultivated, and the types of cultivation areas (eg indoors, greenhouse, outdoor field).

Where the applicant will only cultivate low-THC cannabis, the applicant should indicate that cannabis materials will not exceed 1% w/w THC or equivalent THCA. If the applicant intends to cultivate high-THC cannabis, or both high and low THC cannabis, then the applicant should select the second option, that the cannabis materials may on occasion, or will always contain 1% w/w or greater THC or equivalent THCA.

Applicants are also asked to include details of persons who will be authorised to undertake the activities at the premises, if known.

#### Manufacture Activities

This section asks applicants to identify the manufacture activities it proposes to conduct under the licence, and to provide details of the circumstances in which drugs manufactured under the licence will be supplied.

Applicants are also asked to include details of persons who will be authorised to undertake the activities at the premises, if known.

# Suitability of site

A further consideration for grant of a licence is the suitability of the location where activities authorised by the licence will take place (see section 8G of the Narcotic Drugs Act). The application will be assessed to evaluate the suitability of the location of the proposed premises, and whether or not the location is suitable for the intended authorised activities to be conducted.

The applicant is required to provide details and evidence supporting the location and its suitability for in relation to the authorised activities.

***Examples -*** Some examples of issues the applicant should address in this section include:

* The zoning for the land.
* Details of any sensitive or vulnerable populations that may be in the vicinity, such as schools, businesses and other facilities.
* Is the site in a residential, rural or industrial area?
* Is there neighbouring properties? If so, how will the applicant ensure that the authorised activities being conducted under the licence will be shielded from neighbouring properties?
* Is it a shared site?
* Are there existing dwellings on the site?
* Is the location of the proposed site on a main road?
* Will there be an indoor or outdoor grow house?

The following documents and supporting evidence must be included with the application where relevant:

* satellite image of the site/s showing where the premises will be located on the site as well as any other dwellings, structures, businesses etc
* site plan (further information below)
* copy of a State/Territory industrial hemp licence, if applicable.

A separate site plan must be provided for each premises included in the application. The site plan should include a scale, a legend and the following information:

* the boundaries of the proposed site
* all buildings/structures that are/will be on the site
* all entrances/exits and points of access to the site, including gates
* any fencing or physical barriers
* any cultivation areas, indicating indoor/outdoor, low or high THC as appropriate
* areas where different authorised activities will take place
* placement of any external access controls and security equipment and lighting.

# Security details

## Physical Security

The applicant is required to answer the questions about physical security, as well as to provide a site and floor plan with a security overlay (for each premises) which details the measures that will be in place to ensure the physical security of cannabis plants, cannabis or cannabis resin, drugs or starting material:

* in the applicant’s possession or control, or
* obtained, cultivated or produced, or manufactured under the licence

Under section 6 of the Regulation, these documents are required to determine whether the applicant has met the requirements of the Narcotic Drugs Act to satisfy the delegate in order to grant a licence. As a minimum, this needs to meet the relevant expectations prescribed in the [*Guideline: Security of Medicinal Cannabis*](https://www.odc.gov.au/node/136).

Each plan must be clearly labelled, include a scale and a legend, and display the following information:

* all entry and exit points
* all rooms/areas within each building/structure (including toilets and break rooms)
* vault/storage areas
* all internal doors
* all external doors and windows
* internal walls
* a security overlay which includes, but is not limited to, CCTV cameras, motion sensors, all access controls etc.

#### External perimeter

The applicant is required to provide details of any security measures that will be in place around the external perimeter of the premises that will ensure the physical security of the cannabis plants or cannabis drugs. The external perimeter usually comprises of the area between the boundaries of the premises to the first security barrier into the facility. Review [*Guideline: Security of Medicinal Cannabis*](https://www.odc.gov.au/node/136) to understand the requirements for perimeter fencing.

Where possible, the details of the security measures on the external perimeter should be reflected on the site plan that is required to be provided as per the previous section on site suitability. Details that could be provided, either in the application or on the site plan, include:

* perimeter fence or barrier, including height and construction material
* gate to access site
* placement of any equipment to prevent access
* details of any existing dwellings on the site
* any other businesses and shared areas co-located on the site
* any screening around the premises.

#### Secondary barriers

Secondary barriers usually comprise of the area inside the external perimeter and before the facility entrance and other areas such as loading zone, compost and outdoor grow areas, as well as the main entrance points to the facility.

A floor plan and security overlay should also be included which clearly outline:

* all ingress points into the facility
* all windows (if any)
* placement of any equipment to prevent unauthorised access
* any shared areas with other businesses.

Other information that could be provided in the application includes:

* details on how external doors and windows will be secured to prevent unauthorised access
* procedures for staff, visitors and contractors to enter the facility
* any adjoining buildings
* construction material of facility and other structures e.g. grow houses, compost area, etc.

#### Tertiary barriers OR MEASURES

The tertiary barriers include measures that will be in place within the facility to ensure the physical security of cannabis plants or cannabis drugs.

All rooms and areas, including internal doors, of the facility should be clearly labelled on the floor plan and the placement of any security equipment that will be installed within each room or area should be clearly identified on the security overlay, using a legend where required.

Further detail that could be included in the application includes:

* any procedures and/or security measures that will be in place to detect, deter and prevent security breaches
* how access controls will be configured and by whom
* how staff will move throughout the facility
* procedures that will be in place for visitors and contractors to move throughout the facility
* procedures in place in the event of a power outage.

#### Storage

The applicant is required to provide information on the security arrangements and procedures that will be in place where cannabis material may be stored. These areas should be clearly labelled on the floor plan.

The capacity of the area/s where cannabis material and cannabis waste will be stored is also required.

## Safety and security of supply, delivery and transportation

The applicant is required to provide details of the procedures that will be in place to ensure the physical security of cannabis plants or cannabis drugs during supply, delivery and transportation. Details of the following could be included:

* who will transport the cannabis material
* how the consignment will be packaged securely
* how the consignment will remain secure during transport
* how receipt of consignment will be confirmed
* how any loss or theft will be detected.

Details of how the applicant intends to dispose of and/or destroy cannabis material is required to be provided, including whether this will be done on or off the premises.

#### Loss/Theft Mitigation

An applicant must provide standard operating procedure/s and policies in relation to the location where the authorised activities under a licence will be undertaken, outlining:

* the measures to be used to prevent unauthorised access (physical and electronic)
* the equipment to be used to prevent, monitor, detect and record unauthorised access
* the measures to be used for physical security at the location.

An individual standard operating procedure (or policy) is not required for each matter listed above. The applicant may, for example, submit one standard operating procedure that outlines all matters.

# Further information to support application

## Arrangements with emergency services

The applicant must describe how it will establish arrangements with emergency services to deal with loss, theft, spoilage, disposal and destruction of the cannabis plants or cannabis drugs.

## Employment details

In this section applicants are required to outline how it will ensure only suitable staff are employed or engaged, and remain suitable, in accordance with the requirements of the Narcotic Drugs Act.

Section 10F of the Narcotic Drugs Act requires that the holder of a medicinal cannabis licence must take all reasonable steps to ensure staff employed or engaged are suitable, and do not present a risk of diversion of cannabis. This includes taking all reasonable steps to ensure staff remain suitable during their employment or engagement.

## Additional supporting information

This section allows the applicant to provide any further information to support its application. Please note this is a text box with a maximum of 500 words and additional documents (other than what is required) cannot be attached. You may leave this field blank.

The ODC may seek further information from applicants should it be required for a decision to be made on whether to grant or to refuse to grant a medicinal cannabis licence.

# Commercial/Non-Commercial

In order to support non-commercial medicinal and scientific research in Australia, the Regulation allows for a licence to be a non-commercial medicinal cannabis licence.  Non-commercial licences are granted for a specified period (ie do not have perpetual operation); and will generally have an end-date related to the period of the proposed research. If an applicant intends to undertake medicinal or scientific research for non-commercial, or primarily non-commercial purposes, answer ‘Yes’ in this section, and complete the questions that provide further detail about the research.

# Applicant declaration and consent

By submitting an application, the applicant is declaring that all information provided in the application (and any supporting documents) is true, correct and complete, at the time of submission, to the best of its knowledge. It is an offence to provide false or misleading information (see section 137.1 of the *Criminal Code Act 1995* (Cth)).

# Assistance

You can seek assistance from the ODC on the completion and submission of the application by contacting (02) 6289 4628 during business hours or by emailing [MCS.application@health.gov.au](mailto:MCS.application@health.gov.au).

The ODC contact officer cannot:

* provide advice on whether you require a licence under the law
* provide business advice
* submit an application on your behalf
* give approval
* accept payment.

## Withdrawing an application

If you decide to withdraw your application, then an email to this effect should be sent to [MCS.application@health.gov.au](mailto:MCS.application@health.gov.au). Please note that the application fee is non-refundable.

## Correcting an application after submission

Once the licence application form has been submitted, it cannot be altered and you will need to discuss any changes with ODC. If you become aware that a minor change to the form is required then you should notify ODC immediately by emailing MCS.application@health.gov.au.

For the purposes of this document, a minor change to a submitted application is the correction of basic information contained in the application, e.g. correction of a phone number or misspelling of a suburb.

In contrast, a substantial change is one that may alter the possible outcome of the application,

e.g. the change is a selection from ‘yes’ to ‘no’, the removal of an attachment or changes to the proposed site information. The ODC will not accept substantial changes to a submitted application and will request that you withdraw your application and submit a new licence application form including the new information. The new application will attract the applicable fee.