



Information for Premises Registration, Retention and Nomination of a Superintendent

October 2023

Index

1. [Registering a new pharmacy premises](#)
2. [Transfer of ownership of pharmacy premises](#)
3. [Application for registration of temporary pharmacy premises](#)
4. [Change to existing premises](#)
5. [Nominating a Superintendent Pharmacist](#)
6. [Fees associated with premises registration](#)
7. [For more information about the registration of premises contact](#)

Registering a new pharmacy premises

A person wishing to register a new pharmacy premises must submit an application via the online portal together with two copies of the plans and pay the fee of £113.00.

The plans must indicate the following:

1. location of the dispensary (including size in metres squared – 15 metres squared minimum).
2. location of CD cabinet/safe.
3. location of sinks.
4. entrances and exits.
5. the area to be registered should be outlined in red.

The application must be submitted **2 months before the proposed date of opening** to allow for an inspection of the premises to be arranged.

The Pharmaceutical Society NI will pass the application and plans to the Medicines Regulatory Group (formerly known as the Pharmaceutical Inspectorate within the DoH).

The applicant will subsequently be contacted with a date of inspection of the premises. Once these premises are recommended by the Medicines Regulatory Group (MRG), the process of registering the premises can proceed. Once registered, the applicant will receive confirmation in writing of this registration with details of the premises registration number.

The organisation has published [Standards for registered community pharmacies](#)

Transfer of ownership of pharmacy premises

A Transfer of Ownership application must be submitted, via the online portal to the Pharmaceutical Society NI along with **a fee of £113.00 within 28 days of the date of actual transfer.**

If this is not adhered to the registration of the pharmacy becomes void as stated in Section 76(3) of the Medicines Act 1968.

Application for registration of temporary pharmacy premises

An applicant must complete all sections of the form and **submit 2 months before the proposed opening date** of the temporary premises to allow for an inspection of the premises to be arranged. Please contact registration@psni.org.uk for the relevant application form.

The Pharmaceutical Society NI will pass these documents to the Medicines Regulatory Group (formerly known as the Pharmaceutical Inspectorate within the DoH), who will contact the applicant with a date to inspect the premises.

Once these premises are recommended by the Medicines Regulatory Group (MRG), the process of registering the premises can proceed. Once registered, the applicant will receive confirmation in writing of this registration with details of the premises registration number.

Change to existing premises

If a premises is changing the layout within the already registered area, or if they are refurbishing the premises then a change to existing premises application must be submitted via the online portal together with a copy of the plans for the new layout/area post refurbishment.

Please note that this process is **only** to be used for the refurbishment, change of layout within the already registered area or change to trading name. For applications in relation to change of trading name, it is the responsibility of the person submitting the application to ensure that all details are correct before submitting the application.

These applications take approximately 21 days to process. Once processed, if you discover that any further change is needed, then this will require another application.

There is no fee for this application.

Nominating a Superintendent Pharmacist

Bodies Corporate (Hospital Trusts, Limited Companies) must nominate a Superintendent pharmacist.

To be a Superintendent Pharmacist for a company in Northern Ireland, a pharmacist must first be registered in Northern Ireland. The requirements to be a Superintendent derive from Section 71 of the Medicines Act 1968 and state that the Superintendent:

(a) is a pharmacist,

(aa) is a senior manager of the retail pharmacy business who has the authority to make decisions

that affect the running of the retail pharmacy business so far as concerns—

- (i) the retail sale of medicinal products (whether they are on a general sale list or not),
and
(ii) the supply of such products in circumstances corresponding to retail sale,
and
(b) a statement in writing signed by him, and signed on behalf of the body corporate, specifying
his name has been sent to the registrar.

To nominate a superintendent, applicants must complete a [Nomination of new superintendent form](#).

If a superintendent is being replaced, a [Resignation of superintendent](#) form must also be completed.

All sections must be completed by the appropriate person(s).

Either form can be printed, completed and sent to registration@psni.org.uk

There is no fee to register a superintendent pharmacist

Fees associated with premises registration

	2021	2022	2023
Premises retention fee	£155	£155	£155*
Registration of new premises	£113	£113	£113
Change of ownership	£113	£113	£113

*reinstatement fee of £317.00 if registration of pharmacy premises lapses

For more information about the registration of premises contact:

Registration
Pharmaceutical Society NI
73 University Street
Belfast BT7 1HL

Tel: 028 9032 6927

Email: registration@psni.org.uk