# Possession for manufacture activity

Applicable fee for each location = $3,150 (including GST)

Complete a separate copy of Section E for each different location where you intend to:

* manufacture cannabis-based ingredients
* manufacture medicinal cannabis products
* conduct laboratory testing.

For more details on applying for this activity, refer to **Part 4: Guidance for Applicants for a Medicinal Cannabis Licence** of the *Guideline on the Regulation of Medicinal Cannabis in New Zealand*. You may also need a licence to manufacture medicines under the Medicines Act 1981 if you are intending to manufacture medicinal cannabis products for use in humans. For more information on the requirements for manufacturing medicines in New Zealand, see **Part 2: Information for New Zealand Manufacturers and Packers** of the *Guideline on the Regulation of Medicinal Cannabis in New Zealand*.

Each location must have a physical inspection to verify that the appropriate security arrangements are in place before a licence is issued.

## Location of the activity

* + 1. Provide the physical address where the manufacturing activity will be conducted.

|  |  |  |
| --- | --- | --- |
|  | Level/unit: |  |
|  |  |  |
|  | Street number and name: |  |
|  |  |  |
|  | Suburb: |  |
|  |  |  |
|  | Town/city: |  |
|  |  |  |
|  | Postcode: |  |

* + 1. Attach a geographical plan of the location.

☐ Include clearly marked maps and Land Information New Zealand (LINZ) photographs of the location. Mark all buildings and areas where cannabis will be located.

☐ Include GPS coordinates of the location.

☐ Provide floor plans and photographs of the buildings and facilities.

|  |
| --- |
| [Reference attached document(s).] |

[Continue on additional sheets if necessary.]

* + 1. The following people are the responsible persons for this activity at this location:

|  |
| --- |
|  |
|  |

 Each responsible person must complete Section A3: Responsible person details and declaration.

## Eligibility to use this location

* + 1. Does the applicant own the location?

☐ Yes

☐ No – Provide the full name and contact details of the owner of the location. Attach written evidence of the owner’s permission to allow cannabis-related activities at the location (such as a letter from the owner). A lease or rental agreement on its own will not be accepted.

|  |
| --- |
| [Reference attached document(s).] |

[Continue on additional sheets if necessary.]

## Manufacture activity at this location

* + 1. Tick the activities that will be undertaken at this location.

☐ Extraction of cannabinoids

☐ Manufacture of a cannabis-based ingredient

☐ Manufacture of dried product

☐ Manufacture of a dosage product

☐ Packaging of a medicinal cannabis product

☐ Over-labelling of a medicinal cannabis product

☐ Research relating to medicinal cannabis product development

☐ Research relating to medicinal cannabis manufacturing process or testing method development

☐ Testing of cannabis material and/or medicinal cannabis products

## Security arrangements at this location

* + 1. Describe the arrangements for physical and procedural security as well as security of staff members. For guidance on what you should include in the security plan, refer to **Part 4** of the *Guideline on the Regulation of Medicinal Cannabis in New Zealand*.

Please provide a detailed plan for the security arrangements for this location.

|  |
| --- |
| [Reference attached document(s).] |

[Continue on additional sheets if necessary.]

## Registers and record-keeping

Regulation 65 of the Misuse of Drugs (Medicinal Cannabis) Regulations 2019 requires the licence holder to keep records of the amounts of cannabis starting material, cannabis-based ingredients and medicinal cannabis products held and manufactured during the period of the licence.

* + 1. Describe the record-keeping system and the location where the records will be kept.

|  |
| --- |
| [Reference attached document(s).] |

[Continue on additional sheets if necessary.]

## Additional information about activities at this location

* + 1. **Standard Operating Procedures**

Describe the standard operating procedures covering the possession for manufacture activities at this location.

|  |
| --- |
| [Reference attached document(s).] |

[Continue on additional sheets if necessary.]

One of New Zealand’s obligations under the United Nations Drug Control Conventions is to provide estimates of the amount of cannabis and cannabis products that are imported into New Zealand annually. The information you provide will only be used for reporting purposes.

* + 1. **Imports**

Provide details of the total amount of each individual starting material, cannabis-based ingredient and/or medicinal cannabis product you propose to import in the year that this licence is issued. Continue on additional sheets if necessary.

**Total amount of starting material to be imported**

|  |  |
| --- | --- |
| **Cultivar or product name** | **Amount to be imported (kg)** |
|  |  |
|  |  |
|  |  |

**Total amount of cannabis-based ingredient (CBI) to be imported**

|  |  |
| --- | --- |
| **Name of CBI** | **Amount to be imported (kg)** |
|  |  |
|  |  |
|  |  |

**Total amount of medicinal cannabis product to be imported**

|  |  |
| --- | --- |
| **Name of medicinal cannabis product** | **Amount to be imported (kg)** |
|  |  |
|  |  |
|  |  |
|  |  |