# Supply activity

Applicable fee for each location = $6,382.50 (including GST).

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

* supply starting material, cannabis-based ingredients, and medicinal cannabis products (which do not meet the definition of a CBD product) within New Zealand
* export bulk starting material, cannabis-based ingredients, or medicinal cannabis products.

For more details, refer to the *Guidance for applicants for a medicinal cannabis licence* document.

For more information on the minimum quality standard for medicinal cannabis products, see the *Guidance for a new medicinal cannabis product application* document.

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. Is the proposed location already covered under a licence to deal in controlled drugs that enables supply of medicines that are not medicinal cannabis products?

☐ Yes

|  |  |  |
| --- | --- | --- |
|  | Name of licence holder: |  |
|  |  |  |
|  | Current licence number: |  |

☐ No

* + 1. Provide the physical address for the location where the supply 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 (if relevant).

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

[Continue on additional sheets if necessary.]

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

|  |
| --- |
|  |
|  |

[Continue on additional sheets if necessary.]

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.]

## Supply details

* + 1. **Supply within New Zealand**

Provide details of the items you propose to supply within New Zealand under this licence activity. Identify whether the items are a starting material, a cannabis-based ingredient, or a medicinal cannabis product. Products and ingredients being supplied within New Zealand must meet the minimum quality standard.

☐ Starting material

☐ Cannabis-based ingredient

☐ Medicinal cannabis product

|  |
| --- |
| [Reference attached document(s) – eg, a list of the items.] |

[Continue on additional sheets if necessary.]

**F3.1.1** If the items you wish to add to your supply licence have already been verified by another licence holder, please provide evidence that the licence holder has agreed to allow supply under your supply activity.

|  |
| --- |
| [Reference attached document(s) – eg, permissions to add the items to the supply activity.] |

[Continue on additional sheets if necessary.]

* + 1. **Supply for export**

Provide details of the items you propose to supply for export under this licence activity. Identify whether the item is a starting material, a cannabis-based ingredient, or a medicinal cannabis product.

|  |
| --- |
| [Reference attached document(s) – a list of the items] |

[Continue on additional sheets if necessary.]

* + 1. **Supply of samples for other purposes**

Provide details of the testing, analysis or non-therapeutic research to be undertaken with the samples and the quantities required for this purpose.

|  |
| --- |
| [For example, a letter from a testing laboratory, stating the amounts needed for certain testing] |

[Continue on additional sheets if necessary.]

* + 1. Applicants of a licence with a supply activity for a cannabis-based ingredient or medicinal cannabis product must have a recall plan in place setting out how they will respond if an issue with the product arises. Provide details of your recall.

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

[Continue on additional sheets if necessary.]

## Security arrangements at this location

* + 1. Provide a detailed plan for the security arrangements for this location.

For guidance on what you should include in the security plan, refer to the *Guidance for applicants for a medicinal cannabis licence* document*.*

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

[Continue on additional sheets if necessary.]

* + 1. Provide Standard Operating Procedures (or similar) covering the security of the activities.

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

## Registers and record-keeping

Regulation 66 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 supplied during the period of the licence.

* + 1. Describe 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 (or similar)**

Describe the standard operating procedures (or similar) covering the security of the supply activities at this location.

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

[Continue on additional sheets if necessary.]