# Possession for manufacture activity

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| **INFORMATION FOR APPLICANTS**   * Renewal fee applicable for a possession for manufacture activity per location = $2,645 (including GST). * Complete a separate Section RE for each possession for manufacture activity at each location to be renewed under the licence. * Where the information requested has been provided with the initial licence application or subsequent applications for amendment and has not changed, you do not need to resubmit the information. |

## Location of the activity

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

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

* + 1. Responsible persons at this location

☐ I declare that there are no changes to the responsible persons at this location.

OR:

☐ The responsible persons at this location have changed. The new responsible persons are:

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| --- |
|  |
|  |
| [Continue on additional lines if necessary] |

Each current or new responsible person must complete Section RA3: Responsible person details and declaration.

## Eligibility to use the 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. The permission must be current.

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| Reference previously provided document or attach updated document |

[Continue on additional sheets if necessary.]

## Manufacture activity at this location

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

☐ Process starting material/ extract constituents.

☐ Refine initial extracts.

☐ Manufacture a cannabis-based ingredient.

☐ Manufacture a dried product.

☐ Manufacture a dosage product.

☐ Packing.

☐ Labelling.

☐ Product, process or methodology development, testing cannabis material or ingredients, and products for a therapeutic related purpose.

## Security arrangements at this location

* + 1. ☐ I declare that there are no changes to the arrangements for physical and procedural security, as well as security of staff members.

Note: Changes to security arrangements should be submitted as an application to amend the licence.

## Additional information about activities at this location

* + 1. **Standard Operating Procedures (or similar)**

☐ I declare that there are no changes to the standard operating procedures covering the security of possession for manufacture activities at this location.

OR:

☐ The standard operating procedures relating to security have been updated, and are attached.

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| [Reference updated documents attached]. |

[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. ☐ I declare that there are no changes to the record-keeping system and the location where the records are kept.

OR:

☐ The record-keeping system and where the records are kept have been changed.

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| [Describe the record-keeping system and where the records will be kept] |

[Continue on additional sheets if necessary.]