



Nova Scotia
College of
Pharmacists

Governing the practice of pharmacy in Nova Scotia in the interest of the health and well being of the public

Notification: Relocation of an Existing Pharmacy

Pharmacy	
Date:	Proposed Relocation Date:
Pharmacy Trade Name:	
NSCP Pharmacy License #:	
Previous Address:	
New Address:	
Pharmacy Phone:	
Contact Name:	
Contact Email Address:	

Note: A pharmacy inspection will take place within one month of the relocation. If the relocation includes the installation of a lock and leave barrier, an inspection must take place prior to using the lock and leave feature. Please contact pharmacyrenovations@nspharmacists.ca for any questions.

A diagram of the pharmacy layout and the Pharmacy Relocation Fee must be included with this Notification. (Note: If submitting an AutoCAD drawing (or other computer-aided drawing), please only include an enhanced portion of the relevant areas). Click [here](#) to view **Sample Diagram 1** and **Sample Diagram 2**.

The diagram (which will be confirmed upon inspection) must include, at a minimum, the layout of the pharmacy, drawn to scale, that includes:

- The perimeter of the dispensary, including areas where professional services are provided (e.g., consultation rooms).
- A general indication of where non-prescription drugs (e.g., Schedule III and other OTC medications) are stored in relation to the dispensary.

I/we hereby certify that the pharmacy listed at the new address will continue to meet the requirements of the Pharmacy Act of Nova Scotia and its regulations.

Pharmacy Manager Name

Pharmacy Owner/Owner's Representative Name

Pharmacy Manager Signature¹

Pharmacy Owner/Owner's Representative Signature¹

Submit completed form and pharmacy diagram to renovations@nspharmacists.ca or by fax to 902-422-0885. Payment options (See Schedule of Fees) include cheque, credit card through the pharmacy's NSCP database by electronic funds transfer (EFT) to finance@nspharmacists.ca (please include your full name and what the payment is for) or by credit card over the phone with Tracey Chiasson at 902-422-8528 extension 240. For any questions, contact Tracey Chiasson at renovations@nspharmacists.ca.

¹I understand that typing my name in this field constitutes a legal signature.

NOTE: Pharmacies must ensure that third party payers, including MSI, the Prescription Monitoring Program (PMP) and DIS are notified as soon as possible about anticipated pharmacy openings, changes in ownership/address, or closures and the associated change in pharmacy NSCP licence number.