

# Pharmacist Guide

The design, compliance  
& costing of your new  
pharmacy fit out



Do you want to provide your staff with a highly efficient working environment?

Do your customers deserve the best retail experience equal to your professional service offerings?

Design District is your one-stop shop for Pharmacy DESIGN, COMPLIANCE, FITOUTS across W.A. since 2017



We have created a guide to help you through the processes of building a new pharmacy. This guide will help you gauge what is involved in a fit out and what Design District can offer you with our services.

## 1. ACPA Approval:

As an approved pharmacist you are issued with a unique PBS Pharmacy Approval Number for each approved premises by ACPA (Australian Community Pharmacy Authority). This can be for a new pharmacy or relocation of existing pharmacy.

## 2. Engage Pharmacy Designer:

Do some research & identify a designer that has Pharmacy design experience. Ask around & speak to other Pharmacists about who they used & what the overall experience was like.

## 3. Project Brief:

This is your opportunity to identify what your new pharmacy will look & feel like. Not only for customers, but your staff. Space planning, customer & staff workflow, design style, professional services, materials, colours & finishes.

## 4. Project budget:

So closely linked to your project brief. Having a clear budget in place will allow us to design the best outcome possible while keeping within your budget. Some of the hardest conversations have been asking clients what they want to delete from a project because their brief & budget do not align.

# Compliance

# Lets build

We can help you with  
your project from concept  
through to construction.

## 5. Site inspection:

If possible, a site inspection is crucial. This allows us to identify any potential issues that may arise later. It can also be used to identify any potential cost saving opportunities. This could be as simple as negotiating with the landlord to relocate essential services to your preferred locations before site hand over or contribute towards base build works.

## 6. Design fee proposal:

Based on your project brief, budget & site inspection we are able to provide you with an accurate fee proposal for the customised design package you will require. Not every Pharmacy will require the exact same set of drawings. For this reason, it is important to quote each project on its own merits.

## 7. Floor plan concept & development:

Based on your detailed brief, design direction & budget, space planning can begin. Compliance & functionality are our guides. Once you are happy with how it's going to work, we will work out how to make it look great.

## 8. Final floor plan PRBWA compliant:

Just to be sure we will send your approved floor plan concept to our friends at the PRBWA (Pharmacy Registration Board of Western Australia) for review. This helps identify any potential concerns the board may have. It is easy to change the floor plan at this stage of the process.

## 9. Floor plan to be reviewed & approved by interested parties:

Even though this is your Pharmacy, did you realise there could be a number of other people that want to give you their approval. Depending on the location of your tenancy will determine how many of the following parties will want to approve your great design.

### You

This goes without saying, you are the most important person on this list.

### Landlord

Depending on the site this could be anyone from Coles to a private investor. They need to see your design as they are required to sign any applications for the local council.

### Reviewing Design Manager

Normally if there is a RDM involved you are located in a shopping centre. Their job is to make sure your new design meets the guidelines outlined by the centre. This can include material selections, signage requirements & lighting.

### Landlords Builder

If you are building in a new development, often you will be exposed to CAT1 works. These are works that will be carried out by the landlord's builder in every tenancy. This ensures all works are completed to the same standard & more importantly warrantied by one party. This often includes mechanical (Air Conditioning), base build Hydraulics (Plumbing), Fire Services (wet - fire sprinklers & dry - EWIS Emergency Warning & Intercommunication Systems).

### Banner Group

If you decide to join one of the many great banner groups, they will want you to uphold their existing branding to maintain recognition across the group. Knowing this upfront is important as it will impact the way a Pharmacy is ultimately laid out.

### Building Certifier

Building certifier is an independent Building Surveyor that reviews your design to ensure it meets the Building Code of Australia regulations. This includes fire egress & Disability (Access to Premises) Standards.

### Local Council - Identify any planning restrictions:

A Development Application (DA) is not always necessary when completing a fit-out. As your planning department have 60 - 90 days to process your DA, we want to find out what the rules are as early as possible to avoid project delays.



## 10. Complete a full set of construction drawings:

Your full set of drawings will cover all aspects of your new fit-out. This can include demolition, services plans (plumbing, electrical, communications, fire, Air Conditioning, Reflected Ceiling Plan etc), elevations of walls, external elevations if required & joinery details (counters, shelving etc). Depending on the fit-out size & scope, this set could range from 15-30 pages. Another key function of having a comprehensive set of plans, is that suppliers & contractors can quote your Pharmacy fit-out accurately.

## 11. Development Application (DA):

There are multiple things that could trigger the need to lodge a DA with your local council planning department. These can include:

- Your proposed floor plan alters existing approved entry / exits to your tenancy.
- Your design will alter the exterior appearance of the building.
- Heritage listed building.
- Change of use / building class.
- Exterior signage.

## 12. Certification of final plans:

An independent Building Surveyor needs to provide you with a Certificate of Design Compliance. This confirms your design meets the Building Code of Australia (BCA) regulations. Local councils have 10 days to process a certified building permit application. Uncertified building permit application will take 30 days.

## 13. Submit PRBWA Application:

After going through the ACPA Approval process this should be a lot easier to navigate. This is one of the few items on this list that Design District can't do for you. In saying that, there are consultants that can assist if it all gets too much. We will supply you with the relevant site, location & floor plans along with a quotation as required. Please note: PRBWA only meets once a month & requires all documents & application fees lodged 4 weeks prior to the selected board meeting.

## 14. Submission of Building Permit Application to local council:

Only a registered Building Contractor can lodge a Building permit. This will be submitted with your Certificate of Design Compliance & stamped approved plans. Important note: No Building Permit application will not be processed until DA approval has been obtained if required. No site works can commence until a Building Permit has been issued.

## 15. Plans issued to suppliers & contractors for quoting:

Now all the details have been resolved & we have a compliance, it's time to get your Pharmacy quoted.

PHARMACY DESIGN



## 16. Detailed job costs for your approval:

Once all costings have been submitted by reliable suppliers & sub-contractors, they are collated & presented to you for review. All costs are presented to you as they are quoted to us. Design District will identify clearly what our fees are to cover insurances, registered builder, project manager & mark up. Transparency on our part makes it easy for you to understand what you are getting for your investment.

## 17. Construction contract / Terms & Conditions:

Once we have settled on the final cost for your project, this will be converted to our contract. This document outlines the terms & conditions that both parties are expected to uphold throughout your Pharmacy fit-out. It's pretty boring to be honest but something that's needed.

## 18. Construction Schedule:

On receipt of your Development Approval (DA), Building Permit (BA1) & PRBWA approval we can now schedule your Pharmacy site works. This is a detailed document that outlines who will be onsite & for how long. This covers everything from site handover to the merchandising of your shelves & grand opening.



Now you are ready to start building your new Pharmacy. The steps outlined in this document can be overwhelming, but that's where we come in.

With 15 years of Pharmacy experience, the Design District team include in house Interior Designers, Project Manager & Registered Building Contractor. Let us complete 90% of the work while you focus on serving your community. With a team of experienced suppliers & subcontractors, we can ensure you get the best value for your investment.

We look forward to collaborating with you on your next Pharmacy project, big or small.





## CONTACT US



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