The Frequently Asked Questions (FAQs) below gives further information about the programme. You can also email queries to LicenceReplacementProgramme@homeoffice.gsi.gov.uk

About the 'licence review and replacement' programme:

Q Who will be affected by this 'review and replacement' programme?

A. All holders of open-ended (i.e. no expiry date) controlled drug or precursor chemical licences issued before 15 November 2010 will be affected by this programme.

Q. What does this mean for holders of existing open ended licences?

A. Open ended licences were predominantly issued by the Home Office between 2006 and 2010. These licences will be reviewed, and if action is not taken to apply for a new licence, these will be revoked.

We will be working through the open-ended licences issued in phases, according to date of issue. The oldest licences will be reviewed first. Licence holders will receive notification at the beginning of their phase and will have up to three months in which to apply for a new licence before the end of the phase.
If an application has not been received for a further licence, the open-ended licence will be revoked at the end of the phase. At this time you will no longer be lawfully able to handle controlled substances.

Q. How do I know which phase I am in?

A. You will receive another letter from the Drug Licensing & Compliance (DL&C) Unit at the start of your phase, and identifying the licence(s) liable for revocation.

Should you wish to continue to handle "controlled substances" you will need to make an application for a new licence before the end of your phase or be liable to have your licences revoked. We would encourage you to apply early within your phase.

We expect to approach the phases as follows:

- 1st Quarter of Programme - Licences issued in 2006/2007
- 2nd Quarter of Programme - Licences issued in 2008
- 3rd Quarter of Programme - Licences issued in 2009
- 4th Quarter of Programme - Licences issued in 2010

Q. What if I want to change phases?

A. Phases are determined in the order listed above. It will not be possible to change phases. Where a company has a number of opened licences falling in different phases, we will endeavour to allocate all of those licenses to the same phase as that of the oldest licence.

We will strictly adhere to the allocated phrases to ensure any of your suppliers, or those to whom you supply (who may need to check your licensing) can establish when your open-ended licence is to be replaced and when it may cease to be valid.

Q What action do I need to take?

A. You should review your existing controlled drug and precursor chemical licensing requirements, identifying any 'unused' licences to be surrendered, and what licences you have a continuing need to hold.

Please notify us early if you no longer require your licences, and return the originals with a covering letter by recorded post to:

C. Fernandez-Packham
Licence Returns, Drugs Licensing & Compliance
4th Floor (NW), Fry Building
2 Marsham Street.
London
SW1P 4DF

Q. If my licence is revoked and I don't apply for a new licence(s), can I continue trading/storing/transporting/dealing/possessing/manufacturing in controlled substances?

A. No. If you continue in any of these activities without a licence you will be acting in breach of the Misuse of Drugs Act 1971 and could be liable to prosecution.

Q. How do I apply for a time limited licence?
A. You must apply for a controlled drug licence online via the Home Office website at http://www.homeoffice.gov.uk/drugs/licensing/domestic-licences/companies and follow the links onscreen. If you do not have a webapp login, please register immediately. There is no need to wait until your allocated phase. Registration must be completed before an application can be lodged.

If you do not have an enhanced CRB disclosure obtained for drug licensing purposes in place, you will need to apply for a CRB **enhanced** disclosure for each individual named on the application form.

Applications for precursor chemical licences or registrations must be made in hard-copy and posted to:

Home Office
Drugs Licensing & Compliance Unit (Precursors)
4th Floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Q. Who arranges the CRB check?
A. Drug Licensing & Compliance (DL&C) have contracted Capita Recruitment Vetting Service (CRVS) to provide a scheme to enable DL&C licence applicants to obtain CRB enhanced disclosures. A CRB disclosure guidebook is available from the Capita Recruitment Vetting Service Website. For more information, visit the CRVS website.
To apply for a CRB enhanced disclosure contact CRVS on: +44 (0) 870 850 2516

DLCU does not process CRB applications. Any queries regarding the CRB application process should be directed to the Capita Recruitment Vetting Service on 0870 850 2516.

Q. I have already hold an enhanced CRB disclosure, obtained for drug licensing purposes - do I need another?

A. No. Whilst CRB disclosures completed for other organisations, for example in the course of employment or voluntary work, are not 'portable' for drug licensing purposes. Where an enhanced CRB check has been obtained for the purposes of Home Office drug licensing, we will not require you as an individual to renew that check within three years of the disclosure date.

Q. Will I be charged for applying for a new license?

A. Yes, a fee will be levied in line with *Misuse of Drugs (Licence Fees) Regulations 2010 (SI 2101/2497 and SI 2010/2564& Controlled Drugs (Drug Precursors) (Intra-Community Trade and Community External Trade) Regulations 2010*

Fees are charged on a 'full cost recovery' basis and the fee payable will depend on whether an inspection is required. Please see the **Drug Licensing Handling & Fee Guidance 2012** for more details. We expect the lowest fee of £326 per site to be payable in the majority of cases.

If you do not apply within the given timescale for your phase and after your open-ended licence has been revoked, the fee for a 'new' applicant may apply which is significantly higher and range from £3,133- £4,700 for a controlled drug licence**. It is therefore in your interests to apply promptly.**

Q. How will you decide if an inspection visit is required?

A. Applications are considered on a case-by-case basis; Please see the **Drug Licensing Handling & Fee Guidance 2012** for more details. We anticipate a significant proportion of cases can be decided 'on the papers', without the need for a visit. You should anticipate that we will visit you one year in three.

Q. As I am an existing licence holder, will my application be approved automatically?

A. No, the decision whether or not to issue a licence(s) for controlled substances remains with the Home Office and is based on an individual assessment of the up to date circumstances surrounding the current application. We expect a significant proportion of licence applications will be approved. If there are measures you need to put in place to ensure that you meet your obligations, for example with regards to safe storage of drugs, we will provide you with guidance and work collaboratively with you.

In the event your licence application is refused, we will clearly set out the reasons why so you can address those points before making any further licence applications.

Q. Will my import export licences be affected?

A. No, as long as you have a valid license for your controlled substances you can apply for import/export licenses as normal.

I hope you have found this information useful. Please feel free to visit our website for more information.