**Notification of opening hours on bank and public holidays 2019/20**

|  |  |  |
| --- | --- | --- |
| **Name of contractor and ODS Code** |  |  |
| **Full address of premises to which the application relates** |  |
| **Address for correspondence (if different)** |  |

NHS England is taking the opportunity to plan ahead in respect of Bank Holiday cover across the whole system including community pharmacy to ensure that sufficient cover is available for patients to access the appropriate services and to inform Out of Hours providers and any other relevant organisations

For 2019/20 NHS England have asked for information on opening hours for all Bank Holiday’s. Going forward NHS England will write out to all pharmacy contractors twice a year, January and November to request that you notify NHS England if you intend to open on the Bank Holidays identified in the letters.

Please complete the table below;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Closed (√)** | **Open from** | **Lunchtime** | **Open until** |
| **Christmas Day** | Wednesday 25 December |  |  |  |  |
| **Boxing Day** | Thursday 26 December |  |  |  |  |
| **New year’s Day** | Wednesday 1 January2020 |  |  |  |  |

I understand that the opening hours above will be considered contractual hours and any amendment to these hours must follow the relevant process for amending supplementary hours.

Signature …………………………………………………………………………………..

Name ……………………………………………………………………………………….

Position …………………………………………………………………………………….

Date ……………………………….................................................................................

On behalf of …………………………………………………………………………………

(insert name of contractor)

Contact email address in case of queries …………………………………………………

Contact phone number in case of queries …………………………………………………

(Please ensure you follow your company’s process for the signing of contracts and agreements).

**Please Note:** Christmas Eve and New Year’s Eve are not classed as Bank Holidays and therefore any change to normal opening hours must dealt by completion of the appropriate forms (see PSNC website) in the follow manner:

* Supplementary hours – NHS England must be given at least 90 days’ notice of change using the appropriate form*;*
* Core Hours – the contractor must apply to NHS England, supporting the application with robust evidence of a change to the needs of customers and why the change is not for purely business convenience.

Christmas Eve – Tuesday 24th December 2019 - Notifications of changes to Supplementary Hours or applications to change Core Hours need to be received by NHS England before 25th September 2019.

New Year’s Eve – Tuesday 31st December 2019 - Notifications of changes to Supplementary Hours or applications to change Core Hours need to be received by NHS England before 2nd October 2019.

**Please return completed forms to the generic NHS England primary care inbox:** **england.wyat-phes@nhs.net**