

How to Start a Business Checklist

At the City of Armadale we encourage business growth. Starting a new business can take lots of time, money and energy. Before you start read through the How to Start a Business Checklist to determine how close you are to turning your dreams into a reality.

Before you start a business	Completed	In Progress	Haven't considered this
What are my business goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is my business a hobby or a business? https://www.business.gov.au/Info/Plan-and-Start/A-business-or-a-hobby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you started planning for your business? A business plan is a documented set of business goals, objectives, target market information and financial forecasts that you are aiming to achieve over a certain period of time. https://www.smallbusiness.wa.gov.au/business-advice/starting-your-business/business-planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered what business structure your business is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know where to find advice and support? (training, mentoring services SBDC) https://www.smallbusiness.wa.gov.au/business-advice/starting-your-business/8-steps-to-starting Business Armadale: http://www.businessarmadale.com.au/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you start a business	Completed	In Progress	Haven't considered this
Have you registered your ABN ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you registered your business name or company name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you registered a domain name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you registered for GST and or/ other business registrations and licences? - business registrations and licences ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you arranged the relevant insurance ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Contact your Council

Planning requirements	Completed	In Progress	Haven't considered this
<p>Have you considered running a home based business? The Town Planning Scheme No. 4 defines home businesses in two categories:</p> <ul style="list-style-type: none"> - Home Business means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling and a; - Home Occupation means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling. <p>There are additional factors when considering running a business from home and it is recommended to contact Planning Services on 9394 5000, via email info@armadale.wa.gov.au or via https://www.armadale.wa.gov.au/planning-applications for further advice and information such as application forms, checklists and fees:</p> <ul style="list-style-type: none"> - Home Occupation/Business Application Form - Development Application Checklist - Schedule of Fees and Charges - Planning Information Sheets - Lodgement and Assessment Process for Development 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health Requirements	Completed	In Progress	Haven't considered this
<p>Food Based Businesses Notification/Registration Form for a Food Business</p> <p>Hairdresser/ Skin penetration Application for Establishment of a Hairdresser or Skin Penetration Premises</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Health requirements - applications involving hairdressing, beauty therapy and food preparation require additional approval from the City's Health Services. A separate application and fee will need to be submitted to the City's Health Services for consideration Ph: 9394 5111 or via email info@armadale.wa.gov.au</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Waste and Recycling Collection - Have you organised waste and recycling collection?' 'Am I disposing of Controlled Waste?' https://www.der.wa.gov.au/our-work/controlled-waste</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Your Finances	Completed	In Progress	Haven't considered this
Have you set up a basic bookkeeping system ? You may wish to hire an accountant to assist you with this.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Marketing your business	Completed	In Progress	Haven't considered this
<p>Marketing and social media planning Write your marketing plan and strategy, including researching your market, promotion and pricing of your products and services.</p> <p>Find market research and statistics to better understand your market, competitors and industry.</p> <p>Decide whether to use social media in your business and developing a social media strategy to help you connect with customers.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Further information	Completed	In Progress	Haven't considered this
<p>For further information please refer to the Australian Government Business Guide to starting a business https://www.business.gov.au/guide/starting</p> <p>Or the City of Armadale Business Support webpage which will include links to all above mentioned documentation and web links: https://www.armadale.wa.gov.au/business-support</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer: This checklist may not contain everything required to start a business and you should familiarise yourself with specific requirements relevant to your businesses industry.