

**Part B: Application Form  
BYRON BUSINESS VILLAGE**

*An Australian Government Funded Business Development Initiative*

18 Centennial Circuit Byron Bay  
Ph: 66868 068 Fax: 66 869452

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Ph: \_\_\_\_\_

Trading Name or Business Name: \_\_\_\_\_

Australian Business Number (ABN): \_\_\_\_\_

What is the Business Idea? \_\_\_\_\_

**1. DESCRIPTION OF BUSINESS** (Circle correct industry/s)

Building	Electrical, Electronics	Automotive	Jewellery
Clothing & Footwear	Surfing/ Fibreglass	Leisure & Recreation	Timber Working
Computer service/repair	Training & Information	Printing & Publishing	Web design
Multimedia	Art & Craft	Computer	Metalwork

Other - please specify: \_\_\_\_\_

**2. BUSINESS OPERATORS BACKGROUND**

Previous Employment Industry	Occupation	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you had previous experience In Operating a Business? Yes / No

If yes. State number of years \_\_\_\_\_ Number of businesses \_\_\_\_\_

Types of Industries \_\_\_\_\_

Previous experience in Current Industry (years) \_\_\_\_\_

What dates did you operate the Business? \_\_\_\_\_

Where did you operate the Business from? \_\_\_\_\_

Have you attended any Business Courses? Yes / No

Have you attended any Business Seminars or Workshops

Yes / No

Do you feel that you need additional training in any particular area to assist in your Business Development?

Which area/s? \_\_\_\_\_

Why? \_\_\_\_\_

How? \_\_\_\_\_

On a scale of 1 (poor) to 10 (excellent), how would you rate your current knowledge on the following?

Bookkeeping, Credit Management, Accounts Payable, Financial Management \_\_\_\_\_

Taxation \_\_\_\_\_

Costing, Pricing & Purchasing \_\_\_\_\_

Marketing \_\_\_\_\_

Direct Sales \_\_\_\_\_

Product Design, Product Quality \_\_\_\_\_

Service & Back U p \_\_\_\_\_

Manufacturing Techniques, Production & Equipment \_\_\_\_\_

Business management & time management \_\_\_\_\_

Government services & assistance Programs \_\_\_\_\_

Your industry \_\_\_\_\_

Staff recruitment and training \_\_\_\_\_

Business / Plans / Planning, Cash Flow Analysis \_\_\_\_\_

Why did you start your own business? (You may circle more than one)

Needed a job

Independence

Financial gain

Challenge

Future security

Status

Why did you pick your particular business? (Circle the main reason)

Previous experience

Financial return

Interest in industry

What are your competitive advantages? (Circle the main advantage)

New

improved product

Specialised product

Better service

Better quality

Other - please specify \_\_\_\_\_

Please state number of full-time employees \_\_\_\_\_

Please state number of Part-Time / casual employees \_\_\_\_\_

**3. FINANCIAL MANAGEMENT**

Do you have a Business Plan? Yes / No

Do you need assistance to develop a Business Plan? Yes / No

Do you use an accountant? Yes / No

If yes, Did you use an accountant for any of the following?

- Your bookkeeping including end of year returns Yes / No
- End of year returns only Yes / No
- Financial advice (including Taxation advice) Yes / No
- To set up. Your books, Financial advice & end of year returns Yes / No

Other - please specify \_\_\_\_\_

Do you have a solicitor for your business? Yes / No

Did a solicitor or accountant or advisor look at your License Agreement? Yes / No

Where do you see your business in 5 years time? \_\_\_\_\_

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**4. OUR MARKETING**

Had you heard of the Byron Business Village prior to looking for a rental property? Yes / No

If yes, where? \_\_\_\_\_

Who referred you to the Byron Business Village? \_\_\_\_\_

The Byron Business Village has had a number of advertisements and articles in local newspapers and on television. Have you seen any of these? Yes / No

If yes, which advertisements or articles have you seen? \_\_\_\_\_

How long were you looking for a rental property? \_\_\_\_\_ months

What are the reasons you entered the Byron Business Village rather than other properties? (tick the 5 most important)

- |   |   |
|---|---|
| Low overall rent _____                  | Knew other businesses in the centre _____ |
| No long term lease _____                | No electricity bond _____                 |
| No upfront rent _____                   | Size of units _____                       |
| One weeks free rent at the start _____  | Shape of units _____                      |
| Access to office services _____         | Accessibility to units _____              |
| Common room and toilet facilities _____ | Physical separation between units _____   |

Rubbish removal \_\_\_\_\_ Roller door access \_\_\_\_\_  
 After hours security \_\_\_\_\_ Flow through ventilation \_\_\_\_\_  
 Free business advice \_\_\_\_\_ Location \_\_\_\_\_  
 Because other new businesses were there \_\_\_\_\_

**5. BYRON BUSINESS VILLAGE**

Would you become involved in joint advertising?

On a scale of 1 to 10 (10 being the most appropriate), what do you think would be the most appropriate type of advertising for your business?

Local newspapers \_\_\_\_\_ radio \_\_\_\_\_  
 Regional newspapers \_\_\_\_\_ Give-aways \_\_\_\_\_  
 Flyers \_\_\_\_\_ Competitions \_\_\_\_\_  
 Television \_\_\_\_\_ Markets \_\_\_\_\_

Do you use outside services for marketing advice? Yes / No

If yes who? \_\_\_\_\_

**6. GENERAL**

Does your business create any of the following? (circle correct answer/s)

Noise      Fumes      Liquid Waste      Dust      Shavings

Are you aware that rent must be paid in advance and power usage must be kept up to date? Yes / No

Do you intend to make any alterations to your unit? Yes / No

If yes, what alterations do you intend to make? \_\_\_\_\_

Are you aware of the power limitations of the units? Yes / No

Are you aware that you must provide your own public liability insurance? Yes/ No

Please list any power tools or equipment you intend to use  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

