

Part B: Application Form

CLIC BUSINESS VILLAGE

An Australian Government Funded Business Development Initiative

Corner Burringbar & Gordon Streets Mullumbimby
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)

Computer Service/Repair Web Design Multi Media Production

Leisure & Recreation Printing & Publishing Training & Information

Metalwork Jewellery Art & Craft

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
Better quality

Improved product

Specialised product

Better service

Other - please specify _____

Please state number of full-time employees _____

Please state number of Part-Time / casual employees _____

4. 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?

- All 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 or 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 etc. look at your License Agreement? Yes / No

Where do you see your business in 5 years time? _____

5. OUR MARKETING

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

If yes, where? _____

Who referred you to the CLIC Business Village? _____

The CLIC 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 CLIC 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 _____ | Air Con _____ |
| After hours security _____ | Flow through ventilation _____ |
| Free business advice _____ | Location _____ |
| Because other new businesses were there _____ | |

6. CLIC BUSINESS VILLAGE MARKETING

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? _____

7. GENERAL

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

Noise Fumes Liquid Waste Dust

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
(large units have 15 amp & small units have 10 amp single-phase fuse)

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

Thanks for your time

