# Business Setup Checklist

Use this as a research checklist for your location and service. Requirements vary; verify with official sources before operating.

## Put it into practice

1. Check business registration, name use, local permits, and service-specific requirements.

2. Ask a qualified provider about suitable insurance and confirm what work is covered.

3. Check tax registration, invoicing, recordkeeping, and customer terms with the appropriate authority or adviser.

## Starter example

Verification log: Topic [ ]; Official source or adviser [ ]; Requirement confirmed [ ]; Action needed [ ]; Date checked [ ]. Repeat for registration, permits, insurance, taxes, and your service scope.

## Your next action

First requirement to verify / source / next action / date

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This is a planning aid, not legal or tax advice. A downloaded checklist does not establish that your business is registered, insured, or compliant.

*Continue with the practical decision guide and worksheet on the next pages.*

# Turn requirements into verified actions

## Work through the decision

Begin with the exact service and location you plan to operate in. Requirements can depend on business structure, work type, premises, workers, and customer location. A generic checklist cannot tell you that all requirements are met; use it to organise questions for official sources and qualified advisers.

For each topic, record the source, date checked, requirement as confirmed, action, owner, and deadline. Distinguish required steps from optional choices. Save the relevant confirmation or document securely. If guidance is unclear or conflicting, ask the appropriate authority or adviser rather than guessing.

## A situation to learn from

Example: you plan to offer mobile services in two local areas. Do not assume a requirement checked for one area covers the other. Record where the work takes place and ask the relevant authority about that service. For insurance, describe the actual activities and confirm exclusions with the provider.

## How to respond

Revisit the log when the business changes: a new service, a worker, a new area, or different equipment may alter what needs checking. Avoid publishing insured or certified unless the statement is accurate and current. This resource helps prepare a verification process; it is not legal or tax advice.

# Requirement verification log

Use this page with your own service and circumstances. Record assumptions separately from confirmed facts, and update the plan using actual work.

Topic / location / exact planned activity

Official source or qualified adviser / contact date

Requirement confirmed / evidence location / uncertainty remaining

Action / deadline / completed date / review trigger

## Review before taking the next step

Questions to bring: Does this apply to my exact service? What must be done before paid work? What documents must be kept? When should I check again?

- [ ] Sources appropriate to actual location and service.
- [ ] Insurance scope and exclusions understood.
- [ ] Tax and invoicing questions verified.
- [ ] Unresolved requirements addressed before operating.

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