



New Business Best Practices

There's a lot to think about in starting up a new business. This comprehensive checklist will ensure you cover all the basics.





SECTION 1: HOME-BASED BUSINESSES

This first section covers businesses which will be based in your home. If your business does not operate from your home, you can skip to section 2.

BEST PRACTICE	WE DO THIS? Y/N	COMMENT
REGULATIONS – HOME-BASED BUSINESSES		
Permission of the owner gained to use the premises for business (if you rent or lease the premises)		
Agreement gained from local authority that the premises and activities comply with their ordinances		
All plans and documents required by the local authority have been prepared and presented		
All necessary permits and licences to start the business obtained		
SUITABILITY OF PREMISES - HOME-BASED BUSINESSES		
All the ways possible in which the business could impact neighbours e.g. through various forms of pollution (noise, smell, fumes etc.) assessed and documented		
Checked there is adequate room for customer/client parking and deliveries available		
Suitability of customer access checked (customers can reach business premises/office without going through the family sections of the house)		
Local authority will allow the erection of reasonable sized street signage to identify the premises		
Checked that premises meet requirements for the number and types of employees to be hired (space, facilities etc)		
Checked that the premises meet all occupational safety and health regulations		
Security audit carried out on the premises		
Spoken to neighbours about the proposed business activities and explain the possible impact on them		





Checked that the premises include, or could be redesigned to include, all the facilities needed for the business, such as a shop or consulting room		
FAMILY CONSIDERATIONS		
Gained full support from family members for the idea of a home-based business		
Gained family understanding of the necessity of running the business professionally and what that will mean for their daily routine		
Assessed the family is stable enough to survive the failure of the business		
INSURANCE		
Discussed insurance with a professional agent and agreed on the types needed e.g. <ul style="list-style-type: none"> • Business use of vehicle • Fire and other natural disasters • Business interruption • Burglary • Employee cover • Inventory damage • Personal accident or sickness • Employee misappropriation • Life insurance • Loss of monies • Public liability for customers/clients and suppliers visiting the premises • Machinery breakdown • Retirement benefits • Professional indemnity • Product liability • Partnership insurance 		
Insurance offers sought from several agents and compared for price and necessary inclusions		
HOME OFFICE		
Assessed that the house has a business office area suitable to the business' needs		
Assessed the types of equipment required e.g.: Office Equipment: <ul style="list-style-type: none"> • Desk • Filing cabinet • Ergonomic chair • Machine stand (for IT equipment) 		





<p>and peripherals)</p> <p>Business Communications:</p> <p>Desk phone (for business only)</p> <p>Mobile phone</p> <p>Telephone features:</p> <ul style="list-style-type: none"> • Voice mail • Additional line • Multi ring • 1800/888 service • Speed calling • Repeat dialling • Automatic callback • Three way calling • Pager • Caller ID • Call waiting • Call forwarding <p>Desktop computer capable of:</p> <ul style="list-style-type: none"> • Faxing • Printing • Scanning • Internet access <p>Personal digital assistant (PDA)</p> <p>Software:</p> <ul style="list-style-type: none"> • Business applications suite • Desk top publishing application • Internet browser software • Email software • Anti-virus application • Firewall • Optical character recognition application • Accounting package • Customer relationship management package <p>Digital camera</p> <p>Cash register</p> <p>Credit card facility</p> <p>Other (list)</p>		
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SECTION 1: BEST PRACTICE

This section addresses other areas applicable to all new businesses.

TIME MANAGEMENT		
Developed a schedule of daily activities that includes: <ul style="list-style-type: none"> • Work related activities/time • Personal/family commitments • Time out from work 		
EMPLOYEES		
Advice sought on the legal conditions applying to employment		
Formal job descriptions developed		
Formal hire contracts developed		
BUSINESS SUPPORT/ADVICE		
Appointed a trusted/competent bank manager		
Appointed a trusted/competent legal representative		
Appointed a trusted/competent accountant		
Become a member of a business group such as: <ul style="list-style-type: none"> ▪ Local Chamber of Commerce ▪ Networking group i.e. breakfast briefings ▪ Walker Dunnett 'Businesses Getting Results' (BGR) workshops ▪ Industry or trade organisation ▪ Other (list) 		
Had the following documents prepared: <ul style="list-style-type: none"> • Business plan • Income forecast • Cash flow forecast ▪ Personal goals and business wins 		

To find out more about how Walker Dunnett can help ensure your new business is off to the right start, contact us on 01382 224 221, or by email at info@walkerdunnett.co.uk.

