

Small Business Pre-lodgment Questionnaire

Your full name	
Phone number	
Email address	
Preferred method of contact	Email Phone call
Proposed/current business name	
Type of business:	
Proposed/current business address(es) (if applicable)	

Congratulations on your decision to go into business!

The City are here to support you every step of the way with regards to your Small Business application process. So that we can make sure we get you in touch with the right team of experts, please complete the questionnaire below and email this directly to customer@kwinana.wa.gov.au .

One of our City Representatives will be in contact with you within five working days to provide you with the assistance to get you on the right track with your application.

1. Please let us know what you need assistance with (tick all applicable boxes)

Starting a new business

Transferring ownership of an existing business

Growing or making changes to your existing business (eg: change to type of business or premises)
Go straight to Question 6

2. Where are you planning to operate (tick all applicable boxes)

An area at my home (including any land or outbuilding on the property, such as a shed)

Commercial premises

Industrial premises

At a market or event

On the move (a mobile business)

Other/Not sure yet



3. **If you are looking to use an area at your home (including any land or outbuilding), please tick all boxes that may apply:**

The business will employ someone who is not a member of the household
if applicable, please indicate how many non-household members you intend to employ:

The total combined area(s) used for the business will exceed 20m²
if applicable, please indicate the intended area of the business: _____ m²

The business will involve the display of a sign with a surface area exceeding 0.2m²

The business will involve the retail sale, display or hire of goods on the premises
(excludes sales, display or hire done via internet only)

The business will involve customer vehicles visiting the property
(if applicable, please indicate how many vehicles are expected to visit the site on a daily/weekly basis: _____)

The business will involve the presence and/or use of a heavy vehicle on the property *(ie. more than 4.5 tonnes tare weight), including service and delivery vehicles*

The business will involve the fueling, repair or maintenance of motor vehicles

The business has the potential to have an adverse impact on the amenity of neighbours by generating eg. noise, smoke, odours, fumes, dust, light, vibrations, and/or waste products *(if applicable, please advise: _____)*

The business will involve increased demand on an essential service(s), eg. water, electricity, sewerage, waste *(if applicable, please advise: _____)*

If you ticked 'yes' to any of the above, then you may require planning approval.

4. **Will your business offer any of the following (tick all applicable boxes)**

Food/drinks

Liquor/gaming

Hair/beauty

A place of assembly *(eg. gym/fitness studio/tavern/hall)*

Accommodation *(eg. B&B, camping)*

Family Day Care/childcare

Industrial or Commercial service

Other *please advise:*

None of the above

5. **Will you be undertaking any of the following activities to any buildings to accommodate your specific business needs (tick all applicable boxes)**

Demolition

Construction

Construction or fit/out of mobile food/drinks vehicle

Renovation

No works required



CHANGES TO EXISTING APPROVED BUSINESSES

6. Please describe what changes you wish to implement:

7. Please advise what the site/premises is currently (or was previously) used for:

8. Are you changing or adding to existing signage at the premises?

YES *please describe:*

NO

The City of Kwinana is a Small Business Friendly Council and has a range of opportunities to support local small business.

Please indicate if you would like to receive news and information about small business initiatives in the City of Kwinana.

The City of Kwinana's business hub has everything you need to know to start and run your business in one convenient location, visit: www.kwinana.wa.gov.au/business-hub.

