



# Licencee Application Form

*“Workspace Australia Ltd. will support you and your business. The Manager/Accountant, Business Support Officer, Mentoring Officer and Administrative Assistant are available to provide advice and guidance to develop and grow your business.”*

*I would like to apply for space at*

**Workspace .....**

**Return to: Fax- 5446 2289, or email- [info@workspaceaustralia.com](mailto:info@workspaceaustralia.com)**



# APPLICATION FOR ADMISSION

BUSINESS NAME: .....

BUSINESS OWNER/S: .....

HOME ADDRESS: .....

.....P/CODE: .....

CURRENT BUSINESS ADDRESS: .....

.....P/CODE: .....

TELEPHONE: .....

EMAIL: .....

STRUCTURE OF BUSINESS:  SOLE TRADER

PARTNERSHIP

COMPANY

IS THE BUSINESS:  A NEW START BUSINESS?

AN ESTABLISHED BUSINESS?

FULL TIME  PART TIME

HAS THE BUSINESS BEEN OPERATING MORE THAN 12 MONTHS?  YES  NO

DO YOU HAVE A BUSINESS PLAN?  YES  NO

HAVE YOU REGISTERED YOUR BUSINESS FOR:

BUSINESS NAME  ABN  GST

DO YOU REQUIRE PERMITS OR LICENCES TO OPERATE YOUR BUSINESS?  
 YES  NO

IF YES, WHAT WILL YOU REQUIRE? .....

IF ESTABLISHED, INDICATE WHEN BUSINESS COMMENCED TRADING: .....

NUMBER OF EMPLOYEES (including Principals): .....

DESCRIBE THE PRODUCT/SERVICES TO BE PROVIDED OR CURRENTLY OFFERED BY YOUR BUSINESS:

.....

DESCRIBE YOUR TYPICAL CUSTOMER:

.....

WHO DO YOU CONSIDER ARE YOUR MAIN COMPETITORS IN THE MARKET?

.....

.....

DESCRIBE YOUR PERCEIVED MARKET NICHE: (What do you have to offer that everyone else doesn't?)

.....  
.....

BRIEFLY, WOULD YOU GIVE US YOUR REASONS FOR WANTING TO START UP BUSINESS IN THE WORKSPACE CENTRE?

.....  
.....  
.....

WHERE DID YOU FIRST FIND OUT ABOUT WORKSPACE?

.....

IF YOU ARE NOT SELF EMPLOYED NOW, HAVE YOU EVER BEEN?  YES  NO

IF YES, PLEASE EXPAND: .....

.....  
.....

HAVE YOU OR ANYONE ELSE ASSOCIATED WITH THE INTENDED BUSINESS BEEN DECLARED BANKRUPT, CONVICTED OF A CRIMINAL OFFENCE OR ASSIGNED THEIR ESTATE FOR THE BENEFIT OF CREDITORS WITHIN THE LAST 10 YEARS?

YES  NO

IF YES, PLEASE GIVE DETAILS: .....

.....

CURRENTLY, THE APPROXIMATE AVERAGE MONTHLY GROSS TURNOVER OF THE BUSINESS IS:

- \$0 - \$2,000
- \$2,001 - \$4,000
- \$4,001 - \$8,000
- \$8,001 - \$16,000
- \$16,001 - \$24,000
- \$24,001 - \$48,000
- \$48,001 +

HOW MANY STAFF DO YOU ENVISAGE HAVING? YEAR ONE [ ] YEAR TWO [ ]

SPECIAL REQUIREMENTS (Please indicate the requirement of your business. Eg. plumbing, electricity, ventilation, access):

.....  
.....

CREDIT REFERENCES: (Three references to be provided with all details for acceptance of your application)

	NAME	BUSINESS	TELEPHONE No.
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....

PLEASE COMPLETE THE FOLLOWING CASHFLOW PROJECTION

	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
<b>Projected Income</b>						
Business						
Other (wages, etc.)						
<b>Projected Expenses</b>						
Bond						
Rent						
Telephone						
Electricity						
Insurance						
Additional Tools & Equipment						
Motor Vehicle						
Other Expenses						

IN PREPARING YOUR CASHFLOW, HOW DID YOU ARRIVE AT:

YOUR PROJECTED MONTHLY INCOME .....

.....

YOUR THREE MAJOR EXPENSES:.....

.....

.....

ARE YOU PREPARED TO COMMIT TO A BUSINESS INCUBATOR PROGRAM THAT WILL ASSIST YOU WITH:

- \* BUSINESS COUNSELLING
- \* FINANCIAL & BOOKKEEPING ADVICE
- \* REFERRALS TO BUSINESS NETWORKS & MENTORS

YES       NO

WILL YOU MAKE FREELY AVAILABLE ANY INFORMATION THAT MAY HELP MONITOR YOUR BUSINESS PERFORMANCE? (All information supplied to Workspace will remain confidential)

YES       NO

WHAT WOULD MOST ASSIST YOU TO DEVELOP YOUR BUSINESS?

.....

.....



Space is limited at all Workspace sites and cannot be guaranteed.

- \* Applicants will only be considered when the Licencee application is completed in full and returned to Workspace Australia Ltd.
- \* All applicants must be interviewed before entry into a Workspace site is guaranteed.
- \* Continued tenancy in Workspace sites will be reviewed periodically and the progress/development of your business will be taken into account.

I/WE THE UNDERSIGNED DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION FORM IS CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND APPLY FOR SPACE AT WORKSPACE \_\_\_\_\_.

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

IF YOU HAVE ANY TROUBLE COMPLETING THIS FORM PLEASE FEEL FREE TO RING FOR ASSISTANCE ON 5446 1558.