

Business Plan to Accompany Application for a Motor Vehicle Licence by a Natural Person (other than a Corporation)

Consumer Affairs and Fair Trading Act

Please print in block letters. If there is insufficient space, attach extra sheets. All applicable questions must be answered and full particulars provided.

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1. Notes to application			
1. The Commissioner will only receive and consider completed applications.			
2. This business plan must accompany the Application for a Motor Vehicle Licence by a Natural Person.			
2. Applicant Details			
Full name:			
Postal Address:		Postcode:	
Trading Address:		Postcode:	
Telephone:		Fax:	
Mobile:		Email:	
Trading name under which business as a Dealer to be conducted (copy of certificate of registered business name to be provided including evidence of proprietorship of business name):			
Type of business (describe activities inclusive of whether there is any proposal to carry on business in partnership):			

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Describe product to be marketed (price range of vehicles, type, new or used or mix of both, age etc.):		
Business objectives (detail what is realistically expected to be achieved in the next year and the strategy to reach targets):		
Personnel required (list in detail the key personnel required for the success of the business):		
Position	Number of persons	Salary
How would absence due to illness and/or injury of any key personnel be handled?		
List in detail for each category; location, space required (m ²) approximate cost to purchase or lease:		
Accommodation:		
Forecourt displays/sales area:		
Office:		
Workshop:		
List items required under each heading giving the following details: approximate cost, estimated life, availability, etc.:		
Plant and equipment:		
Vehicles:		
Office furniture and equipment:		

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What typical costs might be incurred in providing services to the targeted market?	
Sales:	\$
Warranty/after sales:	\$
Other:	\$
Estimated financing required for first year:	
Trading name:	
Fixes assets to be purchased	\$
Stock, plant and other equipment (attach list)	\$
Fixtures, fittings, furnishings (attach list)	\$
Accommodation	\$
Preliminary costs	\$
Personal living costs	\$
Payments to suppliers	\$
Payment of expenses	\$
Income tax payments	\$
Total	\$
Cash flow forecast notes	
The cash flow forecast statement is a summary of the information built up on detailed work sheets which must be prepared on a monthly basis for the first year of operation. The monthly estimates should take into account the seasonal effects on sales.	
Month 0	Is the period prior to trading commencing. Capital expenditure, preliminary expenses and personal commitments.
Month 1	Would be the first month of trading.
Receipts from credit customers	Would take into account the time delay in customers making payment. On the basis that trading terms would be 30 days from the date of the statement, the average delay should be taken as 60 days after the month of sale for cash receipts.
Capital Expenditure	Should be shown in the month when the account is expected to be paid. This category would include the purchase of any fixed assets such as the following: <ul style="list-style-type: none"> a) Accommodation (offices, forecourt, workshop etc.) b) Motor vehicles c) Plant & Machinery d) Office equipment
Payment to suppliers	Should be shown in month payment is expected to be made regardless of when goods are received.

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Estimated monthly cash flow forecast for first year													
Trading name:													
Monthly	Estimated Receipts						Estimated Payments						
	A	B	C	D	E	F	G	H	I	J	K	L	
0													
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
Total													
A	Cash sales						G	Payments-capital					
B	Receipts from credit customers						H	Payments of expenses					
C	Receipts from other income						I	Preliminary expenses					
D	Total receipts						J	Personal commitments					
E	Income tax						K	Net surplus (deficiency)					
F	Payments to suppliers (deficiency)						L	Progressive surplus					

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Estimates annual operating expenses for first year	
Trading name:	
Operating expenses:	
Advertising/promotional activities	\$
Bank charges	\$
Courier fees	\$
Depreciation-motor vehicles	\$
Depreciation-other	\$
Freight & cartage	\$
Hire and plant equipment	\$
Insurance	\$
Leasing plant and equipment	\$
Licenses and registrations	\$
Light and power	\$
Loose tool replacements	\$
Motor vehicle running expenses	\$
Postage	\$
Printing and stationary	\$
Promotional expenses	\$
Rent of business premises	\$
Repairs and maintenance	\$
Tax agents fees	\$
Telephone	\$
Wages	\$
Other material costs	\$
Total	\$
Business establishment costs	
Cost of licences	\$
Council fees	\$
Department of industrial relations fees	\$
Business name registration	\$
Legal fees-for lease	\$
Legal fees-for agreements	
Rent (4 weeks in advance)	\$
Insurance (12 months in advance)	\$
Signage	\$

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Business association		\$	
Others		\$	
	Total	\$	
Personal cost of living for a year:			
Housing/accommodation costs (home loan repayments/rent/board)		\$	
Living expenses (food/clothing/entertainment)		\$	
Personal and property insurances (differentiate)		\$	
Motor vehicle expenses (private portion)		\$	
Other personal loan repayments		\$	
Home maintenance		\$	
Public utility charges (electricity/gas/fuel/water/telephone)		\$	
Rates		\$	
Others		\$	
	Total	\$	
3. Privacy Statement			
The Department of Business complies with the Information Privacy Principles scheduled to the <i>Information Act</i> .			
4. Unattested Declaration under the <i>Oaths, Affidavits and Declarations Act</i>			
I (insert name):			
Of (insert address):		Postcode	
solemnly and sincerely declare that:			
<ol style="list-style-type: none"> 1. I have read and understood the information contained in this plan; and I further state that: 2. the details contained within this plan are true and correct; and 3. I know that it is an offence to make a declaration that is false in any material particular. 			
This declaration is made at (Place)		On (Date)	
Signature of Applicant			
Note: A person wilfully making a false statement in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			

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5. Notice in Accordance with the <i>Information Act</i> (Information Privacy Principle 1)	
<p>Licensing NT (a division of NT Department of Business) is seeking information from you for the purposes of your application.</p> <p>Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided:</p> <ul style="list-style-type: none"> a) You are able to access your personal information that you have provided by making a written request to the Director-General of Licensing. b) The information is required pursuant to the <i>Consumer Affairs and Fair Trading Act</i>. The Act requires that certain matters must be considered when deciding whether or not to approve an application. c) The information will be kept confidential except as follows: <ul style="list-style-type: none"> i. Information may be sought from Police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application. ii. Registers of licences and permits will be maintained and may be made available to the public on request. <p>You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.</p>	
6. Lodgement options	
<p>Darwin Darwin Corporate Park Ground Floor, Building 3 631 Stuart Highway Berrimah GPO Box 9800 Darwin NT 0801 t (08) 8982 1700 f (08) 8982 1725 Toll free 1800 193 111 e territory.businesscentre@nt.gov.au</p>	<p>Katherine Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t (08) 8973 8180 f (08) 8973 8188 e territory.businesscentre@nt.gov.au</p>
<p>Tennant Creek Shop 2, Barkley House Cnr Davidson and Paterson Street Tennant Creek PO Box 9800 Tennant Creek NT 0861 t (08) 8962 4411 f (08) 8982 1725 e territory.businesscentre@nt.gov.au</p>	<p>Alice Springs Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t (08) 8951 8524 f (08) 8951 8533 e territory.businesscentre@nt.gov.au</p>