

# Motor vehicle dealer business plan – Company or firm

This business plan is to accompany an application for a motor vehicle licence by a company in accordance with Regulation 10 of the [Consumer Affairs and Fair Trading Act 1990](#) and the [Consumer Affairs and Fair Trading \(Motor Vehicle Dealers\) Regulations 1992](#).

See the [motor vehicle dealer licences](#) webpage for further information.

Applicant details					
Firm (partnership)	Yes / No	Corporation	Yes / No		
Company/Firm name:					
ACN:	ABN:				
Business address:					
Suburb:		State:		Postcode:	
Is your postal address the same as above? If no, complete below.					
Postal address:					
Suburb:		State:		Postcode:	
Contact details					
Phone number:		Mobile number:			
Email address:					
Do you agree to receive correspondence by email?					Yes / No
Business details					
Registered business name:					
ACN:		ABN:			
Do you intend to carry on business as a partnership?					Yes / No
Describe product to be marketed below: i.e. price range of vehicles, type, new or used or mix of both, age etc:					
Provide business objectives below detailing what is realistically expected to be achieved in the next year and the strategy to reach targets:					

Provide a list of personnel required for the success of the business below:		
Position	Number of persons	Salary
Provide details below on how absence due to illness and/or injury of any key personnel be handled:		
List in detail for each category; location, space required (m <sup>2</sup> ) 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:		
What typical costs might be incurred in providing services to the targeted market?		
Sales:		\$
Warranty/after sales:		\$
Other:		\$
Provide below the 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: 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.												
Provide below estimated monthly cash flow forecast for first year.													
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				E	Income tax				I	Preliminary expenses		
B	Receipts from credit customers				F	Payments to suppliers (deficiency)				J	Personal commitments		
C	Receipts from other income				G	Payments-capital				K	Net surplus (deficiency)		
D	Total receipts				H	Payments of expenses				L	Progressive surplus		

Provide below estimates of annual operating expenses for first year.	
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	\$
<b>Total</b>	\$
Provide business establishment costs below:	
Cost of licences	\$
Council fees	\$
Business name registration	\$
Legal fees-for lease	\$
Legal fees-for agreements	\$
Rent (4 weeks in advance)	\$
Insurance (12 months in advance)	\$
Signage	\$
Business association	\$
Others	\$
<b>Total</b>	\$

Applicant declaration			
I, (full name):			
Of (address):			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> <li>All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and</li> <li>I have read and understood the information contained in this application; and</li> <li>The declaration is true and correct; and</li> <li>I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>			
This declaration is made at: (location)		on: (date)	
Applicant signature:			
<b>Note:</b> Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			
Checklist			
Applicant declaration completed and signed.			Yes / No
Privacy statement			
The Northern Territory Government complies with the Information Privacy Principals scheduled by the <i>Information Act 2002</i> .			
Disclaimer			
<p>The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Northern Territory Information Act 2002</i>.</p> <p>You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.</p> <p>The information you provide will be accessible to Racing and Gaming and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.</p> <p>You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the <i>Northern Territory Information Act 2002</i>, or the <a href="#">Office of the Information Commissioner NT</a>.</p>			
Lodgement			
Complete applications can be lodged in person, email or via post at a Territory Business Centre below:			
Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah		
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine		
Tennant Creek:	Shop 2, Barkly House, Cnr Davidson and Paterson Streets, Tennant Creek		
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs		
1800 193 111	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a>	GPO Box 9800 Darwin NT 0801	