

## LICENSING, REGULATION AND ALCOHOL STRATEGY

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

#### Notes to Application

1. The Commissioner will only receive and consider completed applications.
2. If there is insufficient space, attach extra sheets. All questions must be answered and full particulars provided.
3. This business plan must accompany the Application for a Motor Vehicle Licence by a Natural Person.

#### Details

Full name

Registered address

Postcode

Telephone

Fax

#### LICENSING, REGULATION AND ALCOHOL STRATEGY

##### Darwin

Level 1, Enterprise House  
28-30 Knuckey Street, Darwin  
GPO Box 1154, Darwin, NT 0801  
Ph: 08 8999 1800  
Fax: 08 8999 1888

##### Katherine

18 Katherine Terrace, Katherine  
GPO Box 2138, Katherine, NT 0850  
Ph: 08 8972 8906  
Fax: 08 8972 8910

##### Alice Springs

1<sup>st</sup> Floor Belvedere House  
Cnr Parsons/Bath Sts  
GPO Box 8470, Alice Springs NT 0871  
Ph: 08 8951 5195  
Fax: 08 8951 8591

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):


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<sup>2</sup>) approximate cost to purchase or lease:

Accommodation:	
Forecourt display/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?

Type \$
(a) Sales
(b) Warranty/After sales
(c) 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: (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.

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

Estimated 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	\$
Licences and registrations	\$
Light and power	\$
Loose tool replacements	\$
Motor vehicle running expenses	\$
Postage	\$
Printing and stationery	\$
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	\$
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:	\$

## Declaration

I/We hereby declare that the details given in this business plan are true and correct and note that under Section 8 of the *Act*, should I/we furnish information or give an answer which is false or misleading in any material particular, I/we shall be liable to be prosecuted for an offence to which a penalty of 400 penalty units or imprisonment for 2 years applies. The *Penalty Units Act* prescribes the monetary value of a penalty unit, its indexation and change of value by regulation.

Signature of Director(s)

Date

Name of director(s)

Signed at .....

Dated this .....day.....20.....

## Notice In Accordance with the Information Act (Information Privacy Principle 1)

Licensing, Regulation and Alcohol Strategy (LRAS – a division of NT Department of Justice) is seeking information from you for the purposes of your application.

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.

- a) You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- b) The information is required pursuant to the *Consumer Affairs and Fair Trading Act*. 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:
  - 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. If a hearing is involved, information will be released to the parties, Commission or the Court, as required by the *Act*.
  - iii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) 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*.

Website: [www.nt.gov.au/justice/licenreg](http://www.nt.gov.au/justice/licenreg)

### TERRITORY BUSINESS CENTRES

TOLL FREE LINE: 1800 193 111 (Australia Wide)

Darwin	Katherine	Tennant Creek	Alice Springs	Postal Address
Development Hse 76 The Esplanade Darwin NT 0800 Phone: (08) 8982 1700	1 Randazzo Bldg 18 Katherine Tce Katherine NT 0850 Phone: (08) 8972 8906	Shop 2, Barkly Hse Cnr Paterson & Davidson Sts Tennant Creek NT 0860 Phone: (08) 8962 4411	Peter Sitzler Bldg 67 Nth Stuart Hwy Alice Springs NT 0870 Phone: (08) 8951 8524	GPO Box 9800 Darwin NT 0801 <a href="http://territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>

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