

Business Start-Up Checklist

Refine Your Business Idea

- ☐ Identify your target audience
- ☐ Research competitors
- ☐ Validate market demand

Choose Your Business Structure

- ☐ Sole Trader
- ☐ Limited Company
- ☐ Partnership
- ☐ Seek professional advice if unsure

Register Your Business

- ☐ Register with HMRC (Sole Trader)
- ☐ Register with Companies House (Ltd Company)
- ☐ Choose and protect your business name

Set Up Finances

- ☐ Open a business bank account
- ☐ Set up accounting software or hire an accountant

Understand Legal and Tax Obligations

- ☐ Register for VAT (if turnover > £90,000)
- ☐ Understand business rates, licenses, and permits
- ☐ Keep financial and tax records

Arrange Insurance

- ☐ Public liability insurance
- ☐ Professional indemnity insurance
- ☐ Employers' liability insurance (if hiring staff)

Create a Business Plan

- ☐ Define mission, vision, and goals
- ☐ Outline products/services
- ☐ Include marketing, operations and financials

Promote Your Business

- ☐ Build a professional website
- ☐ Set up social media profiles
- ☐ Develop a marketing strategy
- ☐ Start networking and building partnerships