

## Sole Trader - New Business Checklist

Task	Useful Links/Comments	Completed (tick off)	Notes
Decide what your business will do. Who are your clients? What is the business called? Branding.	<a href="http://www.start.biz/home.htm">http://www.start.biz/home.htm</a>		
Write a Business Plan -	The main clearing banks provide detailed checklists and questionnaires to help you construct a business plan. <a href="https://www.gov.uk/write-business-plan">https://www.gov.uk/write-business-plan</a> <a href="http://www.barclays.co.uk/Startupsupport/">http://www.barclays.co.uk/Startupsupport/</a> <a href="http://businesshelp.lloydsbankbusiness.com/">http://businesshelp.lloydsbankbusiness.com/</a> <a href="https://www.knowledge.hsbc.co.uk/">https://www.knowledge.hsbc.co.uk/</a> <a href="http://www.startupdonut.co.uk/startup/business-planning/">http://www.startupdonut.co.uk/startup/business-planning/</a> <a href="http://www.yourbusinessmatters.net/">http://www.yourbusinessmatters.net/</a>		

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Create a website	Having a well-designed, easy to use website that showcases your business is essential.		
Register for Tax with HMRC	<a href="http://www.hmrc.gov.uk/working/intro/selfemployed.htm">http://www.hmrc.gov.uk/working/intro/selfemployed.htm</a>		
Register for VAT?	<a href="http://www.hmrc.gov.uk/vat/start/register/when-to-register.htm">http://www.hmrc.gov.uk/vat/start/register/when-to-register.htm</a>		
Keeping Financial Records	<a href="http://www.hmrc.gov.uk/sa/rec-keep-self-emp.htm">http://www.hmrc.gov.uk/sa/rec-keep-self-emp.htm</a>		
Retaining Accountant Services	Optional <a href="http://startups.co.uk/how-to-choose-an-accountant/">http://startups.co.uk/how-to-choose-an-accountant/</a>  <a href="http://www.startupdonut.co.uk/startup/tax-and-national-insurance/accounting-and-bookkeeping/q-a-choosing-an-accountant">http://www.startupdonut.co.uk/startup/tax-and-national-insurance/accounting-and-bookkeeping/q-a-choosing-an-accountant</a>		
Retain good Bookkeeping Services	Optional <a href="http://www.sandrasilk.co.uk/24/Choosing_a_Bookkeeper/">http://www.sandrasilk.co.uk/24/Choosing_a_Bookkeeper/</a>		
Premises or Working from Home	If working from home does your house insurance cover your activity? Are there clauses in your property deeds to stop you running a business from home?		
Business Insurance	Business Insurance is a requirement and quotes can be obtained via the following links <a href="http://www.startinbusiness.co.uk/flowchart/8flowchart_ins.htm">http://www.startinbusiness.co.uk/flowchart/8flowchart_ins.htm</a> <a href="http://www.simplybusiness.co.uk/">http://www.simplybusiness.co.uk/</a> <a href="http://www.moneysupermarket.com/c/business-">http://www.moneysupermarket.com/c/business-</a>		

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Data Protection	<p>If you are processing or holding personal data as part of your business use you will need to register with the Information Commissioner</p> <p><a href="http://ico.org.uk/for_organisations/data_protection/registration">http://ico.org.uk/for_organisations/data_protection/registration</a></p>		
Health & Safety	<p>Employers have a responsibility and duty of care under health and safety regulations. The following link is useful to assess how it affects you.</p> <p><a href="http://www.hse.gov.uk/workers/employers.htm">http://www.hse.gov.uk/workers/employers.htm</a></p>		

**Disclaimer:** Whilst every effort has been made to ensure the accuracy of the information contained in this document we cannot guarantee 100% accuracy and is only issued as a guide.