Taking the Plunge

CHECKLIST: Legal Action Planner

Use this table to identify the legal requirements of setting up your business. Note down the actions you need to carry out to meet your legal and other regulatory responsibilities.

|  |  |  |
| --- | --- | --- |
| Legal / Regulatory Requirement  |  or   | Action Required  |
| Legal Status: Sole Trader  |   |   |
|  Partnership  |   |   |
|  Limited Company  |   |   |
|  Other:  |   |   |
| Business Name  |   |   |
| Tax  |   |   |
| National Insurance Contributions  |   |   |
| VAT  |   |   |
| Insurance:  |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Planning Permission  |   |   |
| Licences and Registration:  |   |   |
|   |   |   |
| Employment Legislation  |   |   |
| Health & Safety  |   |   |
| Environmental Legislation  |   |   |
| Equality & Diversity Legislation  |   |   |
| Property Regulations  |   |   |
| Other:  |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

Starting and Growing a Profitable Business – Starting Up