

PROGRESS CHECKLIST

BYELAWS	
<input type="checkbox"/> Copy of byelaws	<input type="checkbox"/> Council information
PREMISES	
<input type="checkbox"/> Check mortgage/rental agreement	
LICENCE	
<input type="checkbox"/> Applied	<input type="checkbox"/> Certificate Rec'd
REGULATION	
<input type="checkbox"/> Applied	<input type="checkbox"/> Certificate Rec'd
<input type="checkbox"/> Code of conduct	<input type="checkbox"/> Code of practice
INSURANCE	
<input type="checkbox"/> Applied	<input type="checkbox"/> Documents Rec'd
H&S & FIRE	
<input type="checkbox"/> Sharps waste duty of care	<input type="checkbox"/> Copy of H&S regulations
<input type="checkbox"/> Risk assessment	<input type="checkbox"/> Copy of fire regulations
DATA	
<input type="checkbox"/> Audit	<input type="checkbox"/> Map
<input type="checkbox"/> Policy & Notice	<input type="checkbox"/> Registered with ICO
REGISTER	
<input type="checkbox"/> Register business & self-assessment	<input type="checkbox"/> Check business rates