



**ASCENSION ISLAND BUSINESS PERMIT APPLICATION**

**Business and owner details**

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**1. Business name:**

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**1.1 Owner(s) name:**

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**1.2 Business address:**

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**1.3 Business telephone number:**

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**1.4 Business email address:**

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**1.5 Home address (if different from above):**

.....

**1.6 Home telephone number (if different from above):**

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**1.7 Home email address (if different from above):**

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**1.8 Proposed start date of business**

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**1.9 Proposed opening hours**

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## Details

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### 2. Business Summary

Please state the nature of the business:

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#### 2.1 Please provide a small description of the business to be published in the Islander:

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.....  
.....  
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#### 2.2 Previous experience/relevant qualifications:

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.....  
.....

#### 2.3 How will the business support the local community?

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.....  
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#### 2.4 Are you going to sell:

- Product
- Service
- Both

#### 2.5 Are your customers:

- Individuals
- Businesses
- Both

#### 2.6 Are you targeting:

- Islanders
- Tourists
- Both

#### 2.7 Annual predicted number of clients

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#### 2.8 Estimated amount of personal investment

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#### 2.9 Marketing strategy (how and where will you advertise?)

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## Competitor analysis

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### 3. Table of competitors on island

<u>Name, location and business size</u>	<u>Product/service</u>	<u>Price</u>	<u>Strengths</u>	<u>Weaknesses</u>

#### 3.1 What sets you apart from the competition?:

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## Costs and pricing strategy

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### 4 Product/service costs

<u>Product/service name</u>	<u>Cost</u>



## Property Assessment

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5. Where will this business be based?

- My own home
- Another AIG property

5.1 Please state which property you intend to base the business out of.

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5.2 Does any work need to be undertaken on the property to make it fit for purpose? *Please note that any work needing to be carried by AIG will be subject operational capacity and resource* **Yes/No**

5.3 If yes, please arrange arrange a site visit with AIG through Director of Operations ([steve.brown@ascension.gov.ac](mailto:steve.brown@ascension.gov.ac)) in order to complete a Property Amendment Assessment form. Applicants requiring any work to be undertaken on a property must submit this completed form with this application.

5.3. a. Is the completed Property Amendment Assessment form included in this application (if necessary)? **Yes/No**



## Additional factors

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6. Is there potential that your business will have an environmental impact in any of the following areas?

Light pollution	Yes/No
Visual eyesores	Yes/No
Dust	Yes/No
Excessive/specialised waste	Yes/No
Noise pollution	Yes/No
Endemic/protected species	Yes/No
Chemical production	Yes/No
Other (please state)	Yes/No

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6.1 If you have selected 'yes' to any of the above, please detail the measures you intend on putting in place to reduce any environmental impact.

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7. Long-term plan for the business eg potential growth etc:

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8. Do you intend on employing anyone else? Yes/No

8.1.a. If yes, are you aware of the associated responsibilities of employing someone<sup>1</sup>: on a household contract; on a full-time basis; from overseas? Yes/No

9. Please note that depending on the nature of your business, you may require the following:

- Employee contract (as per the Workers Protection Ordinance)
- Medical insurance policies for all employees
- Business insurance
- Land occupancy permit for accommodation required
- Registration for corporate tax (if applicable)

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<sup>1</sup> **Private limited companies** will be required to meet the full range of employer-related statutory responsibilities, including; medical cover, accommodation, repatriation, etc. Please refer to Ascension's employment Ordinance for a full list of statutory responsibilities.