

Business Introduction Checklist:

Churchill Road Streetscape Upgrade – Stage 3

This Business Introduction Checklist is for the purpose of project planning and intended for Council use ONLY. It will assist Council with providing regular information and updates to businesses and where possible, minimise the disruption during construction. To receive information and updates please submit your completed form via email to admin@prospect.sa.gov.au, via Reply Paid envelop enclosed, or in person to Council's Office, Payinthe at 128 Prospect Road, Prospect, by COB **13 September 2020**.

General Details	
Business Name:	
Contact Name/Position:	
Telephone Number:	
Email Address:	
Business Address:	
Postal Address:	<input type="checkbox"/> Same as above. <input type="checkbox"/> Other:

Operational Questions	Answers	
Open hours		
Number of staff on site		
Staff parking spaces	On-street:	Off-street/private:
Expected customer visits per day		
Customer parking spaces	On-street:	Off-street/private:
Delivery times		
Delivery types <i>(wet, dry, perishable, etc.)</i>		
Waste and recycling collections	<input type="checkbox"/> Council collection day:	
	<input type="checkbox"/> Private collection day:	
Truck sizes <i>(if any)</i>		
High peak times of operation	Day (time period):	Year (month period):
Low peak times of operation	Day (time period):	Year (month period):
Number of driveway access points	Access off Churchill Road:	
	Access off Regency Road/side street:	
Current marketing/communications strategies <i>(if any)</i>	<input type="checkbox"/> Social Media <input type="checkbox"/> Website <input type="checkbox"/> Signage <input type="checkbox"/> Other Details:	
Property owner/s details	Name:	Telephone Number:
	Name:	Telephone Number: