

Starting a Cafe: Checklist

A simple overview for starting a coffee business in Australia

PEABERRYS
— COFFEE ROASTERS —

Research & Planning

- Work out what it is that you want out of a Cafe business: financially & personally
- Study other businesses: Cafes / restaurants / other. Get hands-on experience.
- Write your business plan. Read [here](#) for our tips on putting this together
- See an accountant to help with setting up business structure / financing / accounting system
- Register for an ABN & business name with ASIC (asic.gov.au)

Location

- Start researching the real estate market
- Contact a lawyer that specialises in retail leases before you start negotiating
- Study the site: foot traffic at different times of the day/week, competition, demographic
- Call local council about any specifics on: outdoor seating, signage, meeting the food code

Design, Building & Suppliers

- Contact interior designers / shopfitters
- Submit DA with local council (if required) & apply for outdoor seating permit
- Apply for a trade permit with the local water authority
- Source major equipment
- Contact a coffee roaster (we know somebody....;)
- Contact suppliers for pastries / groceries / cleaning / etc
- Contact providers for: Electricity / Phone / EFTPOS

Staff & Opening

- Advertise & conduct interviews for staff (guide here: fairwork.gov.au)
- Notify the Food Authority (foodnotify.nsw.gov.au)
- Complete Food Safety Supervisor (FSS) training
- Contact coffee supplier to arrange staff training
- Setup social network accounts
- Develop product recipes & write out processes