



SHAPE
REIMAGINE
TRANSFORM

Design King William Business Construction Management Form

Contact information

Business name _____

Business address _____

Primary contact information

Name _____

Phone number _____

Email _____

Postal address _____

Preferred method of contact _____

Secondary contact

Name _____

Phone number _____

Email _____

Postal address _____

Preferred method of contact _____

Name and contact details of Landlord/Leasing Agent:

Landlord

Name _____

Email _____ Phone _____

Leasing Agent

Name _____

Email _____ Phone _____

Business operations

Hours of operation _____

What type and nature of deliveries do you receive (food/merchandise, van/truck etc), time of delivery, and frequency

Peak trading periods

Significant trading days / planned activations (e.g. Father's Day, Mother's Day etc.)

How many customer access points does your business have (e.g. two entry points) _____

Times or days that restriction of access MUST be avoided (Project teams will endeavour to accommodate where possible)

Are there any times/days that your business could close / or is generally closed

Services

What services do you rely on to be able to operate your business?

Water Gas Power Internet Telephone line

What items are located outside your business (tick all that apply)?

Outdoor dining A-frame Other signage Merchandise

Other (eg planters) _____

Construction Methodology

What is your preference for construction

Night works only	<input type="checkbox"/>	Total road closure - full length of upgrade zone	<input type="checkbox"/>
Day works only	<input type="checkbox"/>	Partial road closure - full length of upgrade zone	<input type="checkbox"/>
24 hour works	<input type="checkbox"/>	Total road closure - section by section	<input type="checkbox"/>
Monday – Friday	<input type="checkbox"/>	Partial road closure - section by section	<input type="checkbox"/>

Other _____

Communication

What is your communication expectation generally during the project

Daily Weekly Monthly Other _____

How much notice do you require for when works will be directly in front of your shop?

Marketing

Do you have any marketing ideas you would like the project team to give consideration to during construction?

Do you have a customer email database? Yes No

Additional observations and statements

This information will be used to help the project teams plan works with as little disruption as possible to your business and keep you informed of the project, however it will not be possible to meet all requests