

FRANCHISE GATE / PACK 12

Coffee Sit franchise readiness pack

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The proof, documents and governance required before W Agent sells a repeatable Coffee Sit system.

THE FIVE-STAGE CONTROL MAP

A file becomes defensible when each stage has an owner, a current source, an approval and retained evidence.

01 Prove	02 Protect	03 Document	04 Disclose	05 Support
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W AGENT RULE

Draft the operational brief. Use official prescribed forms. Route legal instruments to the licensed professional responsible for them.

PACK 12 / ACTION CHECKLIST

Build the evidence file

Tick only when the document exists, is current, has been approved by the right person and is stored against the matter.

01	Franchise classification advice	Ask a franchise lawyer whether the structure is a franchise, licence, distribution or services model.	☐
02	Pilot evidence	Unit economics, demand, venue fit, staffing, compliance costs, seasonality and realistic return pathway.	☐
03	IP ownership	Trade marks, domains, recipes/processes, designs, content, software, licences and chain of title.	☐
04	Operations system	Site selection, launch, product, service, safety, suppliers, technology, reporting, brand and quality manuals.	☐
05	Franchise agreement	Lawyer-prepared rights, territory, fees, term, renewal, transfer, default, termination, restraint and dispute clauses.	☐
06	Disclosure document	Current Code-compliant disclosure, financial information, supplier interests, capital expenditure and other agreements.	☐
07	Information statement	Provide the current government statement at the required time and retain delivery evidence.	☐
08	Disclosure register	Create and maintain the required franchisor profile and annual information updates.	☐
09	Specific purpose funds	If collecting marketing or other common-purpose money, establish compliant governance, accounts and reporting.	☐
10	Sales process	No unsubstantiated earnings claims; controlled recruitment, cooling-off, advice certificates and version log.	☐
11	Support system	Training, launch assistance, field support, complaints, good faith, supplier governance and franchisee council.	☐

PACK 12 / SIGNING BOUNDARY

What W Agent must not blur

These controls are deliberately conservative. They protect the client, the agency and the professional who is responsible for the final instrument.

1	The current Franchising Code took effect on 1 April 2025, with additional rules applying from 1 November 2025.
2	A separate Key Facts Sheet is no longer the current disclosure step; the disclosure document and information statement remain central.
3	Do not offer franchises, accept non-refundable money or make return claims until a franchise lawyer has approved the system and documents.

OFFICIAL SOURCES

Open the live source again immediately before use. A saved or printed copy can become stale.

01	ACCC franchising code https://www.accc.gov.au/business/industry-codes/franchising-code-of-conduct
02	OAIC privacy policy guide https://www.oaic.gov.au/privacy/privacy-guidance-for-organisations-and-government-agencies/more-guidance/guide-to-developing-an-app-privacy-policy
03	Fair Work information statements https://www.fairwork.gov.au/employment-conditions/information-statements
04	WorkSafe employer duties https://www.worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties

IMPORTANT

This W Agent pack is a general operational checklist, not legal, conveyancing, financial, tax, valuation, planning, building, employment or franchising advice. It is not a prescribed form, authority, contract, disclosure document or government-approved instrument. Laws, forms, facts and transaction risks change. Obtain matter-specific advice and use current official or professionally licensed documents before signing, serving, advertising, receiving trust money or providing a regulated service.