

# Relocation Checklist

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12 months to go	Completed
Plan a visit to Brisbane to investigate the city. If this is not an option, start researching Brisbane via the web, purchase a book on moving to Australia and contact any friends or relatives that you know in Australia. A good book on relocation to Australia is "Living and Working in Australia" by David Hampshire (ISBN 978 1 905303 10 6).	<input type="checkbox"/>
Decide when you will tell friends and family that you are moving to Brisbane. Older children may need a bit of time to get used to the idea.	<input type="checkbox"/>
Assess your current finances and plan how you can best repay debt and save for the move.	<input type="checkbox"/>
<b>Apply for Queensland Nursing Council Registration. This can take up to 3 months and you cannot apply for your visa without it.</b>	<input type="checkbox"/>
Plan to sell or rent your house.	<input type="checkbox"/>
Check the currency of your passports – they need to be valid for at least two years. If you do not have a passport, begin the process of applying for one.	<input type="checkbox"/>

6 months to go	Completed
<b>Investigate which Australian visa would be most suitable for your needs and begin the application process.</b>	<input type="checkbox"/>
Inform your children's school/s that your children will be moving, giving them the opportunity to help them adjust.	<input type="checkbox"/>
Collect quotes from a number of freight companies for moving personal effects and furniture.	<input type="checkbox"/>
Research schools in Australia and read their websites. Contact Queensland Education regarding schooling options and requirements.	<input type="checkbox"/>
Find out what you need to do to ship your pets successfully, or find a new home for them.	<input type="checkbox"/>
Complete any medical examinations and policy checks required for entry and employment in Brisbane.	<input type="checkbox"/>
Sell any unwanted furniture and belongings.	<input type="checkbox"/>
Ask your employer for your P45, and give formal notice of your resignation (UK residents only).	<input type="checkbox"/>
Request credit card references from your banks and/or lending institutions.	<input type="checkbox"/>
Confirm temporary accommodation to bridge the gap between selling your house and leaving for Brisbane.	<input type="checkbox"/>
Research cost of living in Brisbane and where you would like to live.	<input type="checkbox"/>



Appendix 2– Relocation Checklist (Cont.)

1 month to go	Completed
Give a forwarding address to all official contacts, including your bank, passport office, Inland Revenue and accountants.	<input type="checkbox"/>
Cancel accounts for TV, Internet, phone and insurance.	<input type="checkbox"/>
Update all utility accounts and taxes.	<input type="checkbox"/>
Give away or sell any remaining personal effects.	<input type="checkbox"/>
Pay off any outstanding debts.	<input type="checkbox"/>
Arrange for your post to be redirected.	<input type="checkbox"/>
Confirm bookings with travel agents and freight companies.	<input type="checkbox"/>
Cancel direct debits coming from your bank account.	<input type="checkbox"/>
Arrange a web-based email address (such as Hotmail or Google Mail) to make it easy to stay in touch with your family and friends.	<input type="checkbox"/>

Last month	Completed
Cancel milk and newspaper deliver.	<input type="checkbox"/>
Cancel car insurance.	<input type="checkbox"/>
Finalise packing and ensure possessions are ready to be sent.	<input type="checkbox"/>
Arrange thank you gifts for friends and family who have helped with the move.	<input type="checkbox"/>
Organise transport to the airport leaving yourself plenty of time.	<input type="checkbox"/>
Change sufficient cash into Australian dollars for spending when you first arrive.	<input type="checkbox"/>
Purchase treats/games for children to keep them entertained on the flight to Brisbane.	<input type="checkbox"/>