

STARTING A NEW BUSINESS?

Would you like some help and advice?

Then this leaflet is for you!

Starting a new business can be stressful and difficult, but we hope that this leaflet and the information contained in it will be useful to you

For most businesses there are many Tendring District Council (TDC) services that can provide help and assistance and most of the information you might need you will be able to find on the TDC web site
www.tendringdc.gov.uk - under Business

However, the details in this leaflet will also give you a brief overview of some of the services that are available

Business Link also offers a very comprehensive on line service for new and growing businesses.

www.gov.uk

Click on the link for 'Business & Self Employed'

Helpline: 0845 600 9006

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Weeley
CO16 9AJ

Contact: Rachel Fryer
Tel: 01255 686149

rfryer@tendringdc.gov.uk
www.tendringdc.gov.uk

Business Rates

How can I apply for Small Business Rate Relief?

All you need to do is register your details at the TDC Business Rates office with the property address and postcode and they will do the rest. Small Business Rate Relief (SBRR) is only available where the Rateable Value (RV) of your property is £12,000 or less

- If the RV of your property is £6,000 or less, you will benefit from 100% Rate Relief until the end of March 2014
- If the RV of the property is in between £6,001 and £12,000 you will still get Small Business Rate relief, but it is calculated on a sliding scale

<http://www.tendringdc.gov.uk/business/nndr-business-rates>

Tel: 01255 686266

Email: business.rates@tendringdc.gov.uk

Where can I check the Rateable Value of my property?

The link below will take you to the page where you can check the valuation of any property – just put in the postcode of the property you are interested in

www.2010.voa.gov.uk/rli/en/basic/find

Planning/ Building Regulations/Licensing

Do I need to apply for planning permission for my new business?

For information regarding change of use, new shop fronts or other changes to your property, use the link below:

<http://www.tendringdc.gov.uk/planning/planning-applications/do-i-need-planning-permission>

Alternatively, please contact TDC Planning Department for guidance

Tel: 01255 686161

E mail: planning.services@tendringdc.gov.uk

Do I need Building Regulation permission?

For information on regulations you may need to consider if you are making any changes to your property, use the link below:

<http://www.tendringdc.gov.uk/planning/building-control/do-i-need-building-regulation-permission>

Tel: 01255 686111

E mail: BCInspections@tendringdc.gov.uk

Do I need a licence for my business?

For general enquiries regarding licences or permits covering Animal Licences, Riding Establishments, Caravan Sites, Food Premises, Motor Salvage Operators Scrap Metal Dealers, & Skin Piercing

Tel: 01255 686767

E mail: environmental.services@tendringdc.gov.uk

Do I need a liquor or entertainment licence for my business?

If you propose to provide licensable activities at a premises, including the sale and supply of alcohol, provisions of regulated entertainment and provision of late night refreshments you may be required to hold a premises licence

Tel: 01255 686565

E mail: licensingsection@tendringdc.gov.uk

Advertising

I want to change my fascia/shop sign, do I need consent?

New signs are controlled by complex Advertisement Regulations. For example, if your new signs are illuminated or your business is in a Conservation area you will probably need to apply for advertisement consent. If your query is about new signage - it's always best to check with Tendring Planning Department

Tel: 01255 686161

E mail: planningservices@tendringdc.gov.uk

Environmental

What should I do about Health and Safety in my property?

The Health & Safety Team aims to ensure that work premises in the district are safe for both employees and visitors and they are also responsible for enforcing the Smoke Free legislation

Tel: 01255 686767

E mail: environmental.services@tendringdc.gov.uk

Do I need to register my food business?

If you are going to open a food business, even if you're just serving coffee etc, then you must register it. This can be done on line via the TDC web site. There is no charge to register

<https://www.gov.uk/apply-for-a-licence/food-premises-registration/tendring/apply-1>

Other information about opening and running a food business can be found here:

<http://www.tendringdc.gov.uk/business/licensing-legislation/food/register-food-premises>

Tel: 01255 686767

E-mail: environmental.services@tendringdc.gov.uk

Food Safety and Hygiene

'Starting Up a Food Business' & 'Food Hygiene'. You can download these free publications here:

www.food.gov.uk/about-us/about-the-fsa/faqsbusiness

Tel: 0845 606 0667

General Helpline: 020 7276 8829

E mail: helpline@foodstandards.gsi.gov.uk

www.food.gov.uk

Pollution & Environmental Information

For all general enquiries, contact the TDC team

Tel: 01255 686767

E mail: environmental.services@tendringdc.gov.uk

How do I deal with my Business Rubbish and Waste?

Tendring District Council does not manage business waste collection, this is done by their contractors Veolia Environmental Services. For their current charges or to arrange for your collection telephone them direct

Tel: 01255 431620

www.veoliaenvironmentalservices.co.uk

There are also other companies in the district who manage business waste but you must ensure you are given a waste transfer document from the service provider you choose

Fly Tipping

To report an incidence of Fly Tipping

E mail: recycle@tendringdc.gov.uk

Telephone the Helpline: 01255 686768

How can I become a supplier to Tendring District Council?

Visit www.tendringdc.gov.uk and under the Business Page, you will find the link 'Doing Business with the Council'

<http://www.tendringdc.gov.uk/council/performance-spending/doing-business-council>

Leisure & Tourism in Tendring

For details of all the leisure facilities and any tourism information for the District

Tel: 01255 686868

E mail: leisure.services@tendringdc.gov.uk

www.essex-sunshine-coast.org.uk

Clacton Tourist Information Centre

Tel: 01255 686633

E mail: clactontic@tendringdc.gov.uk

Walton-on-the-Naze Tourist Information Centre (seasonal)

Tel: 01255 675542

Do I need to register under the Data Protection Act?

If you keep records and details of your clients, suppliers and staff in any format, paper or electronic, you may be required to register

Tel: 0303 123 1113 or e mail

notification@ico.gsi.gov.uk

www.ico.gov.uk

Do I need to have Employers or Public Liability Insurance?

If you employ anyone, or are leasing or renting a property, you must obtain both Employees & Public Liability Insurance. Contact your Insurance company direct or

www.gov.uk

Land & Boundary Ownership Enquiries

For all enquiries relating to land ownership and boundaries to your property, contact the Land Registry office in Peterborough

Tel: 0844 892 1111

www.landregistry.gov.uk

Environment Agency

For information on the risk of flooding and managing water resources

Tel: 03708 506 506 (General enquiries)

E mail: enquiries@environment-agency.gov.uk

www.environment-agency.gov.uk

OTHER INFORMATION THAT MIGHT BE USEFUL

Tendring Business Against Crime (TENBAC)

TENBAC is a dedicated, formal and proactive partnership between the Police, local CDRP, TDC, CCTV, business representative organisations and other agencies and organisations in Tendring, to help make the trading environment safer for customers, visitors, staff and residents.

Tel: 0300 333 4444 Ex 440385

E mail: Tenbac12@gmail.com

www.tenbac.org

Essex Police Crime Prevention Officer

Clacton Police Station

Tel: 0300 333 4444

Tendring Community Safety Partnership

Tel: 01255 686353

www.tcdrp.co.uk

TOWN GROUPS & ASSOCIATIONS

Brightlingsea Business Association

Contact: Des Rowson Tel: 01206 303049

info@bbassoc.co.uk

Clacton Town Partnership

Contact: Mandy Rosier/Alan Kidd

E mail: clactontp@gmail.com

Frinton, Walton & District Chamber of Trade

Contact: Wendy Simon Tel: 01255 851362

Harwich & Dovercourt Partnership

Contact: Lesley Pollard Tel: 07904 307346

harwichanddovercourtpartnership@live.co.uk

Manningtree District Business Chamber

Contact: Jenine Collier Tel: 01206 390145

E mail: info@jandmtravel.org.uk

NETWORKING OPPORTUNITIES

Tendring Breakfast Club (in partnership with Essex FSB)

2nd Wednesday of each month 7.30am – 9.30am at Charnallies Bar and Restaurant, Pier Avenue, Clacton on Sea

Tel: 01255 871111

E mail: info@tendringbreakfastclub.co.uk

www.tendringbreakfastclub.co.uk

'Quality Square' Breakfast

Organised by Quality solicitors FJG, this networking breakfast takes place on the 2nd Tuesday in the month at the Lifehouse Spa & Hotel from 7.30am – 9.30am

Tel: 01206 835324 (Penny Hepburn)

E mail: phepburn@gsfjg.co.uk

Tendring Business Community Magazine (TBCM) Networking Events

Monthly networking events which are organised in conjunction with this new Business Magazine for Tendring businesses.

For all enquiries contact Kevin Barnes Tel: 01255 740021

E mail: kevin@tbcm.info

www.tbcm.info

Harwich in Harmony Breakfast Meeting

Regularly Oct – June, normally on a Tuesday from 7.30am – 9.30am

Various Locations in Harwich & Dovercourt

For all enquiries, E mail: bookings@harwichinharmony.co.uk

Essex Chamber of Commerce

Essex Chamber of Commerce, whose offices are in Colchester, is an accredited Chamber with the British Chambers of Commerce network. They hold bi-monthly breakfast meetings in Colchester

Tel: 01206 765277

E mail: enquiries@essexchambers.co.uk

www.essexchambers.co.uk

Essex FSB (Federation of Small Businesses)

The FSB is the UK's largest campaigning pressure group promoting and protecting the interests of the self-employed and businesses. They hold regular networking events at the Balcerne Gate, Colchester - 16.30pm – 18.30pm Contact Martin Tapper, Tel: 01206 331697

Tendring FSB: <http://www.fsb.org.uk/essex/branches/north-east>

www.fsb.org.uk/essex

Colchester Connected Networking Breakfast

Last Friday every month from 7.30am – 9.30am

www.colchesterconnected.co.uk

BNI – Colchester Castle

This group meet every Tuesday at Colchester Golf Club, Braiswick from 6.30am

Contact: John Herbert, Tel: 01206 848455

OTHER AGENCIES

Business Link

Whether you are already running a business or just starting out, Business Link is the place to go. All their support is independent and impartial, and many services are provided free of charge

Helpline 0845 600 9006

www.gov.uk

Tendring Enterprise Agency

Tendring Enterprise Agency can help to provide FREE Business Mentoring for local businesses looking to expand and local business start-ups in the Tendring District

Tel: 01255 740020

info@tendringenterprise.org.uk

www.tendringenterprise.org.uk

Essex Libraries Business Information Service

The Business Information Service (BIS) provides quality information to help start or grow your business

www.essex-business.info

Job Centre Plus

For assistance with recruiting staff locally, Job Centre Plus has 2 offices in the district, Clacton on Sea and Dovercourt

Clacton on Sea: Tel: 01255 234122

Dovercourt: Tel: 01255 206798

For details about recruitment, apprenticeships, work experience and to advertise any vacancies go to www.gov.uk

The Princes Trust

Helps young people (18-30) through training, skill building, business loans, grants and personal development

East of England Office

Tel: 01438 730 520

www.princes-trust.org.uk

COLBEA (Colchester Business Enterprise Agency)

COLBEA provides start-up advice, support and training for all small businesses in the Tendring area

Tel: 01206 548833

E mail: enquiries@colbea.co.uk

www.colbea.co.uk

Start Up Britain

'Start Up Britain' is designed to make it easier for new companies and innovations to flourish and encourage people who aspire to start new businesses to work for themselves.

E mail: info@startupbritain.org

www.startupbritain.org

Foundation East

Offers start up loans, business support and advice to new and existing businesses.

Tel: 01284 757777

E mail: info@foundationeast.org

www.foundationeast.org

Start Up Loans

In partnership with NWES (the Norfolk & Waveney Enterprise Scheme) which is the official partner to the Start up Loan scheme, 18-30 year olds can apply for a loan from £1,000 - £10,000.

NWES: www.nwes.org.uk

Tel: 0845 60 99 99 1

Inland Revenue, VAT & National Insurance Information

Businesses & Corporations

www.hmrc.gov.uk/businesses/index.shtml

VAT Information

www.hmrc.gov.uk/vat/index.htm

National Insurance Information including advice on PAYE, National Insurance Contributions, Statutory Sick Pay, Maternity & Paternity Pay

www.hmrc.gov.uk/ni

Trading Standards

Essex County Council Trading Standards is responsible for ensuring that both businesses and consumers understand their legal rights and responsibilities and help protect businesses and the public from rogue traders and illegal practices

Tel: 08456 03 76 26

E mail: trading.standards@essexcc.gov.uk

www.essex.gov.uk

Office of Fair Trading

Understanding the laws that affect you is an important part of running a successful business and the web site is a quick guide to the main rules covering how you sell, how you treat your customers, how you compete and how you can protect your business from scams

Tel: 08454 04 05 06

E mail: enquiries@oft.gsi.gov.uk

www.oft.gov.uk/business-advice

Commercial Estate Agents

Listed below are details of estate agents that also specialise in commercial properties

Agents based in Tendring

John V Story – 01255 221121

www.johnvstory.co.uk

Omega Properties – 01255 222882

www.omegaps.co.uk

Oak Park Properties – 01255 507555

www.oakpark-properties.co.uk

Cory & Co – 012655 507000

www.coryandco.com

Agents based in Colchester

Nicholas Percival – 01206 563222

www.nicholaspercival.co.uk

Whybrow – 01206 577667

www.whybrow.net

Fenn Wright – 01206 216562

www.fennwright.co.uk

Morley Riches & Ablewhite – 01206 505707

www.mrallp.co.uk

You will also find many commercial properties in the district listed on Right Move and Estates Gazette

www.rightmove.co.uk

www.estatesgazette.com/propertylink

Buying an existing Business

You might decide that you want to buy an existing business and there are 2 very good web sites listing those that are available in the area

Daltons – www.daltons.co.uk

Right Biz – www.rightbiz.co.uk

Main Water providers for businesses in the area

Affinity Water (was Veolia Water East)

Tel: 0845 148 2912

Email: commercial.central@affinitywater.co.uk

www.affinitywater.co.uk

Anglian Water

Tel: 0845 791 9155

www.anglianwater.co.uk

Essex & Suffolk Water

Tel: 0845 782 0111

www.eswater.co.uk

Main Electricity & Gas providers for businesses in the area

N Power

Tel: 0845 166 3360 - Electricity

Tel: 0845 166 3320 - Gas

www.npower.com

British Gas

www.britishgas.co.uk/business

E.ON

Tel: 0333 202 4586

www.eon-uk.com

Who is my Electricity Supplier?

EDF Supplier Network Supply Identifier

Tel: 0845 601 5467

Who is my Gas supplier?

British Gas Contact

Tel: 0870 608 1524