



BUCKINGHAMSHIRE COUNCIL **BUSINESS SUPPORT DIRECTORY**

V.2 JANUARY 2023

WELCOME TO THE BUSINESS SUPPORT DIRECTORY

At Buckinghamshire Council, we recognise the important role that businesses play in supporting our local economy, creating employment for residents, providing opportunities within the supply chain and contributing to vibrant towns and villages.



The council wants to support existing Buckinghamshire based businesses to grow and thrive and welcomes businesses looking to start in or relocate to the county.

This brief guide is designed to help support new and growing businesses by bringing together, in a single place, information on the business services offered by the council and our partners.

The guide aims to provide answers to commonly asked questions of the council. If you cannot find the answer here, or would like to speak to someone about any of the business support services on offer, please email: econdev@buckinghamshire.gov.uk



COMMON QUESTIONS

- I want to start my own business, but where do I begin?
- Is there a low cost way to set up my retail business?
- Do I need to pay business rates and is there any help available with payments?
- I'm looking to start a food business in Buckinghamshire. Is there anything special I need to do?
- Where can I find information on commercial premises available to let or buy?
- Do I need planning permission?
- What grants are available for businesses?
- Do I need a licence to run my business?
- Where can I find help with recruitment?
- Where can I meet other local businesses?
- How can I reduce the impact of my business on the environment?
- Where can I find out about opportunities to supply goods and services to the council?
- How can I find out more about the Buckinghamshire economy?
- Will the council take away my business waste?
- How do consumer protection laws apply to my business?
- Who can advise me on health and safety in the workplace?
- Should I have a business continuity plan?
- How do I begin to trade internationally?
- How do I market my business? Should I be using social media?



STARTING MY OWN BUSINESS

The Buckinghamshire Business First website provides a range of information for anyone looking to start a business. From information on business planning, to finding finance and protecting your intellectual property rights, the BBF website is a fantastic place to begin.

[BBF Starting a Business](#) ▶

HM Revenue & Customs also offer information for those starting a business, including detail on taxation, registering your business and business planning.

[HMRC Starting a Business](#) ▶



STARTING A LOW COST BUSINESS

Buckinghamshire Council supports markets across a number of towns, whilst in other parts of the county the town or parish council may support regular or specialist markets.

[Become a Market Trader](#) ▶

[High Wycombe Market](#) ▶

[Buckinghamshire Markets](#) ▶



BUSINESS RATES

If you are moving into new premises, or changing premises, it is important to let the Business Rates team know.

Business rates are charged on most non-domestic properties. They are calculated by multiplying the rateable value of your property (which is based on the annual rental value at a specified date and set by the Valuation Office Agency) by the business rates multiplier, or rate in the pound (set by central government). They are collected by the local authority and help to pay for local services.

Rate relief may be available to some businesses, for example, in cases where premises are occupied by a charity. Help may also be available for businesses experiencing difficulties in paying their business rates bill.

[Buckinghamshire Council Business Rates](#) ▶

If you set up your business in High Wycombe Town Centre, you may be located within the boundary for an established Business Improvement District (HWBIDCo). You may therefore be eligible to pay a levy in addition to your business rates charge.

[High Wycombe BID](#) ▶



STARTING A FOOD BUSINESS

When starting a food business, you must register with Buckinghamshire Council at least 28 days before opening. Registering your business is free and straightforward and applies to businesses from restaurants and cafés, to mobile food outlets and staff canteens. Registrations can be completed online.

[Food Business Registration](#) ▶

There is a breadth of information available on starting a food business, including training opportunities and the Food Hygiene Rating Scheme.

[Food Safety](#) ▶





FINDING INFORMATION ON COMMERCIAL PREMISES AVAILABLE TO LET OR BUY

The Royal Institution of Chartered Surveyors has produced a guide to finding the right premises.

[RICS Small Business Property Guide](#) ▶

Searches for commercial property can be carried out on websites such as Zoopla and Rightmove. A list of commercial agents in the area can also be found on these sites.

[Buckinghamshire Commercial Agents](#) ▶



PLANNING PERMISSION

Planning permission may be required if you're looking to expand your current premises, developing a new site or changing the use of a building.

Initial planning advice is available from the Planning Team, this may incur a cost.

[Buckinghamshire Council Planning](#) ▶

The Planning Portal offers a range of guidance around the planning process.

[Planning Portal General](#) ▶

The Planning Portal also contains information on use classes and change of use.

[Planning Portal Change of Use](#) ▶

Building regulations approval will be required for new buildings, extensions and alterations to existing commercial premises.

[Buckinghamshire Council Building Control](#) ▶



BUSINESS GRANTS

Whilst the council does not offer grants for businesses, the Buckinghamshire Business First website includes information on grants and other sources of funding and finance.

[BBF Funding & Finance](#) ▶



BUSINESS LICENCES

Depending on the nature of your business, you may need to apply for a licence. A full list of licence types can be found on the council's website but this includes taxis, street trading, animal licencing and alcohol and entertainment.

[Buckinghamshire Council Licencing](#) ▶





RECRUITMENT

Jobcentre Plus offer a range of recruitment support, from opportunities to advertise your vacancies, to support with work trials.

[Jobcentre Plus Recruitment Support](#) ▶

Have you considered whether any of the roles would be fit for an apprentice? Apprenticeships offer a chance to combine learning with practical experience and support is available towards the cost of training an apprentice.

[Employing an Apprentice](#) ▶

If you're interested in inspiring your potential workforce of the future, the Buckinghamshire Skills Hub is always looking for employers to talk to young people, offer work experience and help shape lesson activities.

[Buckinghamshire Skills Hub](#) ▶

The BBF website also has a host of information on recruitment and general HR.

[BBF HR & Recruitment](#) ▶



LOCAL BUSINESSES NETWORKS

There are a number of business groups across Buckinghamshire, from town centre chambers of commerce to networking groups to larger representative organisations such as the Federation of Small Businesses. A list of groups can be found on the BBF website.

[BBF Business Groups](#) ▶



GREEN INITIATIVES FOR BUSINESS

The Low Carbon Workspaces scheme helps small and medium sized businesses to identify ways to reduce energy usage and offers grants towards the installation of energy efficiency measures.

[Low Carbon Workspaces](#)

The BBF website also includes information on ways to reduce your carbon footprint.

[BBF Reducing Carbon Emissions](#)



SUPPLYING GOODS AND SERVICES TO THE COUNCIL

All opportunities are listed on the Buckinghamshire Business Portal. To bid for any council contract, businesses must first register on this site.

[Selling to Buckinghamshire Council](#)



BUCKINGHAMSHIRE ECONOMY

The Buckinghamshire Economic Intelligence Observatory offers easy access to a range of economic data.

[Buckinghamshire Economic Intelligence Observatory](#)



BUSINESS WASTE

The council does not have a duty to take away commercial waste free of charge. The council offer a commercial waste collection in Aylesbury. Elsewhere in the county private companies offer waste collection or on-site disposal.

Buckinghamshire Council Commercial Waste ▶

If you are a town centre business within High Wycombe and fall within the area of the Business Improvement District (HWBIDCo) you are eligible for a free cardboard collection service as part of your levy charge.

High Wycombe BID Cardboard Collection ▶



CONSUMER PROTECTION LAWS

It's really important that your business complies with consumer protection laws and regulations, not only for the protection of your customers but also to protect your business from legal action and expensive penalties. Buckinghamshire Council and Surrey County Council's Trading Standards team have extensive experience in supporting businesses and can offer a range of advice.

Buckinghamshire Council Trading Standards ▶





HEALTH AND SAFETY IN THE WORKPLACE

The website for the Health and Safety Executive contains a breadth of useful advice, including an outline of your responsibilities as an employer.

[Health & Safety Executive](#) ▶



BUSINESS CONTINUITY PLANNING

It's difficult to predict what's around the corner so it's important to identify the main risks to your business and what you would need to do in the event of these occurring. By having a plan of action, you can respond more effectively, minimise disruption and return to normality more swiftly.

[Buckinghamshire Council Business Continuity](#) ▶



TRADING INTERNATIONALLY

The Department for International Trade offers support to businesses looking to export and grow globally. Their website includes advice on identifying new markets, export planning, webinars and support from international trade advisors.

[Department for International Trade](#)

The BBF website includes useful information on rules and regulations following the UK's exit from the EU.

[BBF EU Exit](#)



BUSINESS MARKETING AND USE OF SOCIAL MEDIA

The Federation of Small Businesses has pulled together guidance on some of the most popular ways to promote a business, from direct mail and media relations to social media and digital advertising.

[FSB Ways to Promote Your Businesses](#)



LIST OF LINKS FROM THE BUSINESS SUPPORT DIRECTORY

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Starting My Own Business:

BBF Starting a Business: <https://bbf.uk.com/business-support/category/starting-up>

HMRC Starting a Business: <https://www.gov.uk/browse/business/setting-up>

Starting a Low Cost Business:

Become a Market Trader: <https://www.buckinghamshire.gov.uk/business/become-a-market-trader/>

High Wycombe Market: <https://www.saundersmarkets.co.uk/high-wycombe-market>

Buckinghamshire Markets: <https://www.buckinghamshire.gov.uk/community-and-safety/find-local-markets/>

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Business Rates:

Buckinghamshire Council Business Rates: <https://www.buckinghamshire.gov.uk/business/business-rates/>

High Wycombe BID: <https://hwbidco.co.uk>

Starting A Food Business

Food Business Registration: <https://www.buckinghamshire.gov.uk/business/food-safety-and-hygiene/registering-a-food-business/>

Food Safety: <https://www.buckinghamshire.gov.uk/business/food-safety-and-hygiene/>

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Finding Information on Commercial Premises Available to Let or Buy

RICS Small Business Property Guide: https://www.ricsfirms.com/media/1221/small_business_property_guide.pdf

Buckinghamshire Commercial Agents: <https://www.zoopla.co.uk/find-agents/commercial-agents/buckinghamshire/>

Planning Permission

Buckinghamshire Council Planning: <https://www.buckinghamshire.gov.uk/planning-and-building-control/use-our-building-control-and-planning-services/>

Planning Portal General: <https://www.planningportal.co.uk>

Planning Portal Change of Use: <https://www.planningportal.co.uk/permission/common-projects/change-of-use/planning-permission>

Buckinghamshire Council Building Control: <https://www.buckinghamshire.gov.uk/planning-and-building-control/building-control-charges/>

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Businesses Grants

BBF Funding and Finance: <https://bbf.uk.com/business-support/category/funding-and-finance>

Business Licences

Buckinghamshire Council Licencing: <https://www.buckinghamshire.gov.uk/business/business-licences-and-permits/>

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Recruitment

Jobcentre Plus Recruitment Support: <https://www.gov.uk/jobcentre-plus-help-for-recruiters>

Employing an Apprentice: <https://www.gov.uk/employing-an-apprentice>

Buckinghamshire Skills Hub: <https://bbf.uk.com/business-support/category/inspiring-young-people>

BBF HR and Recruitment: <https://bbf.uk.com/business-support/category/hr-and-recruitment>

Local Businesses Networks

BBF Business Groups: <https://bbf.uk.com/business-support/business-networks>

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Business Green Initiatives

Low carbon workspaces: <https://bbf.uk.com/business-support/low-carbon-workspaces>

BBF Reducing Carbon Emissions: <https://bbf.uk.com/business-support/inspiration-and-help-to-reduce-carbon-emissions>

Supplying Goods and Services to the Council

Selling to Buckinghamshire Council: <https://www.buckinghamshire.gov.uk/business/selling-to-the-council/>

Buckinghamshire Economy

Buckinghamshire Economic Intelligence Observatory: <https://www.buckseconomy.co.uk/>

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Business Waste

Buckinghamshire Council Commercial Waste: <https://www.buckscc.gov.uk/services/waste-and-recycling/commercial-waste/>

High Wycombe BID Cardboard Collection <https://hwbidco.co.uk/home/the-bid/what-we%20do/cardboard-collection/>

Consumer Protection Laws

Buckinghamshire Council Trading Standards: <https://www.surreycc.gov.uk/business/trading-standards/business-advice/get-help-from-us>

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Health and Safety in the Workplace

Health and Safety Executive: <https://www.hse.gov.uk/>

Business Continuity Planning

Buckinghamshire Council Business Continuity: <https://www.buckinghamshire.gov.uk/community-and-safety/planning-for-emergencies/business-continuity>

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Trading Internationally

Department for International Trade: <https://www.great.gov.uk/>

BBF EU Exit: <https://bbf.uk.com/EU-Exit>

Business Marketing and Use of Social Media

FSB Ways to Promote Your Businesses: <https://www.fsb.org.uk/resources-page/the-7-most-popular-ways-to-promote-your-business.html>

If you have any further questions contact the Economic Development Team on econdev@buckinghamshire.gov.uk

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**Buckinghamshire
Council**



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