

REGULATORY SERVICES - NEW BUSINESS ADVICE

Better Business for All is a national scheme run through the Leicester and Leicestershire Enterprise Partnership (LLEP), to encourage business growth by making regulations applicable to businesses easier to access and understand. A national business support helpline is also available.

The number to call is: **0300 456 3536**

Alternatively you can post your queries via email using the guide web tool at:

www.llep.org.uk/betterbusinessforall

A Business Start up Brochure has been produced to assist businesses in identifying the regulations that are applicable to their business activities and where to go for further information. It provides information and advice on the following topics;

- Food Safety
- Health and Safety
- Environmental Protection
- Waste
- Licensing
- Fire Safety
- Trading Standards
- Taxation
- Employment Law
- Business Continuity
- Planning

You are advised to read through this brochure which is available at the web link below, and seek further FREE advice where required. A summary of the topics that you need to consider is provided overleaf.

[http://www.llepbizgateway.co.uk/wp-content/uploads/2015/03/N0879 BETTER BUSINESS FOR ALL FEBRUARY-2015 FINAL-INTERACTIVE_160215.pdf](http://www.llepbizgateway.co.uk/wp-content/uploads/2015/03/N0879_BETTER_BUSINESS_FOR_ALL_FEBRUARY-2015_FINAL-INTERACTIVE_160215.pdf)

FINDING YOUR LOCAL AUTHORITY

Better Business for All encourages you to make contact with the organisations that can provide you with the advice and guidance that ensures your business activity complies with the law.

A web tool called 'Talk to Reg' has been developed so that businesses can enter their postcode to find the contact details of the services they need to speak to:

www.talktoreg.co.uk



Better Business for All

A local partnership between Businesses and Regulatory Services to promote growth

As a new business you need to be aware of the issues listed below and further information is available in the Better Business for All Business Start up Brochure available at. www.llep.org.uk/advice_pack

PREMISES

- If you are looking for a new premises, looking to expand or alter your existing premises or thinking about using your premises for more and different activities you may need to consider **planning regulations** and **building regulations** . Your local authority planning department also controls the display of external advertisements.
- **Fire safety legislation** applies to all commercial premises and other buildings to which the public have access. Fire regulations require that you manage fire risk by undertaking a fire risk assessment.

PRODUCT

- All businesses will need to be aware of trading and consumer protection law. **Trading standards teams** provide a broad range of advice from weights and measures to packaging description and labelling and more specialist areas for example consumer credit and distance and doorstep selling.
- All businesses will need to get to grips with business registration, record keeping, tax returns and VAT. **HMRC** can provide advice on employment issues such as PAYE, NI, expenses and benefits, parental leave and sick pay.
- Licences may be required for a range of business activities. **Local authority licensing teams** usually regulate the sale or supply alcohol, regulated entertainment and late night refreshment, casinos, bookies and other gaming premises, gaming machines, and taxis. They can regulate a broader range of activities such as street cafes and street trading, and animal licences.

RUNNING YOUR BUSINESS

- If your business idea relates to the supply, storage, production or sale of food or drink you will need to register your business with your **local authority food safety team**. This is the case if you are preparing food from home, as a one-off or for free distribution. It applies also mobile businesses and vending machines.
- If you are employing people, or if your premises are open to the public, you will have to comply with **health and safety law**. Whatever the size of your business, it's your responsibility to make sure that anyone comes to your workplace stays safe.
- If you are producing any waste you will need to ensure that adequate arrangements for managing the **waste** are in place. If your businesses discharges waste to adjacent land or water or into the air, you will need to ensure that the environment is protected from pollution. Permits or licences may be necessary. You will also need to make sure that you do not have a detrimental impact on the amenity of your neighbours. You should ensure that your business does not suffer from pests and that any nuisances such as noise, smoke, light and odour are controlled.
- If you have, or are considering taking on, any employees it is strongly recommended that you have the necessary policies and procedures in place from the start. **ACAS** are recognised as the primary source of best practice and impartial advice on employment issues. The ACAS service ranges from advice on contracts to payment structures and from redundancy procedures to anti-discrimination policies.
- Any incident, large or small, natural, accidental or deliberate, can cause major disruption to your business. If you are not prepared, your business might suffer loss of income, of customers, of reputation, legal and regulatory penalties or even a complete failure of the business. It is advisable to plan for **business continuity**.
- The brochure also provides advice on common other issues including protecting intellectual property(copyright, trademarks, patents and designs), the payment of business rates, business planning and access to finance.