



Chichester District Council Business Welcome Pack



Welcome

At Chichester District Council we recognise the importance of the variety of businesses we have in the District. One of our key priorities is to improve and support the local economy to enable appropriate local growth. The authority works in close partnership with other business support agencies throughout the county, offering support and information on the range of issues that affect businesses.

This booklet has been put together as a guide to businesses on the support services available to them from Chichester District Council. This booklet contains information and links to relevant information you will need if you are running an established business or just about to set up in our district.

If you need to talk to us about anything that is not covered by this booklet, please give us a call and we will do our best to help you.





Chichester District:

Facts and Figures



Chichester offers close connections to the capital and the rest of Europe and it's easy to connect with other areas thanks to the District's excellent transport links.

- London is less than two hours away by road and rail

Easy access to three international airports.

- Gatwick Airport can be reached by road and rail in under an hour.

- Heathrow is 90 minutes away by road.
- Southampton Airport is 45 minutes away by road and rail

Two of Britain's largest continental ferry and freight ports are just along the coast.

- Portsmouth is just 20 minutes away.
- Southampton just 45 minutes away.

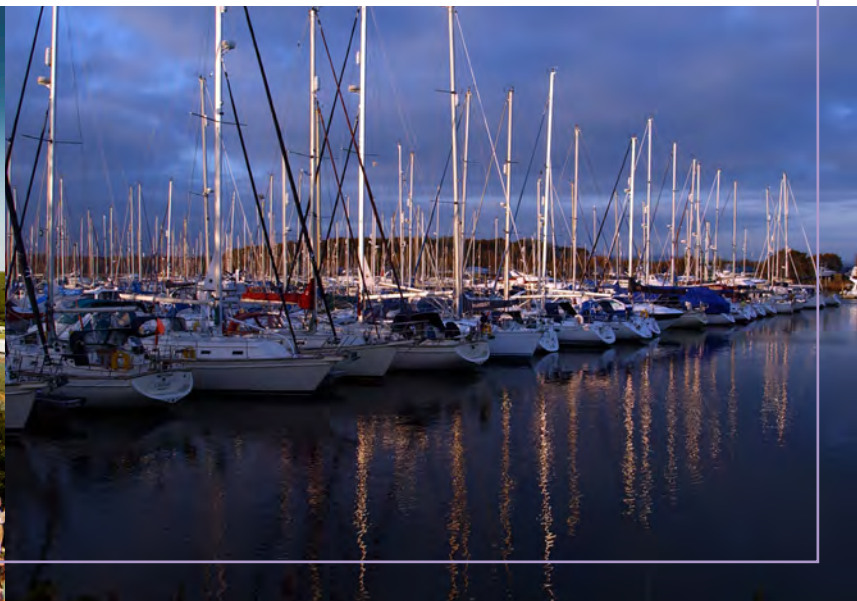
The main South Coast trunk road – the A27 – runs through the heart of the District.

The District boasts the well-respected University of Chichester and Chichester College. The University was ranked as 18th best in country for teaching quality in 2019 learning with (Sunday Times Good University Guide 2019) and the Ofsted rated 'outstanding' Chichester College and there are a number of professional training agencies within the District, providing career development and recruitment services.

- One of the safest places to live in the country.
- Attracts 6 million visitors each year.
- Approximately 35 hectares of proposed new, conveniently located employment land is coming forward and will be available for expanding businesses and for those seeking to relocate. Space is available for offices, light industrial and workshops, R&D, general industrial, and warehousing.
- We have a workplace population of 74,000 with 7,600 businesses based across the District.
- Two-thirds of the District is within the South Downs National Park. The District has outstanding cultural assets - the internationally renowned Chichester Festival Theatre, the critically acclaimed Pallant House Gallery, the award-winning Novium Museum, one of the UK's largest planetaria, and a specialist film centre.
- The Southern Gateway Site is an emerging development for new retail, hotel, leisure and

culture, just south of Chichester City Centre, this is likely to provide up to 21,600sqm of commercial space.

- The Rolls Royce workforce is more than 2,000 strong, with 50 nationalities represented. The home of Rolls-Royce is now at its largest since the opening of Rolls-Royce's Global Centre for Luxury Manufacturing Excellence, in 2003.
- Key public sector organisations are located in Chichester; Both Chichester District Council and West Sussex County Council have their principal offices in Chichester.
- The main hospital for the region is in the heart of the City.
- Home to one of the UK's largest marinas for yachting and pleasure craft. Tourism, horticulture, fishing, and marine industries all play a role in our district -Chichester Marina is the country's second largest marina for yachting and pleasure craft, and 40% of the Solent's sailing boats are berthed in Chichester Harbour.



Chichester District Council Services:

Economic Development Team

We have a dedicated team with a variety of specialist skills that can assist your business on its road to success. We are closely linked with support organisations that offer further training and advice, therefore we are ideally placed to offer networking and identify new business opportunities.

We can offer support and advice on:

- Access to business grants;
- Planning applications and enquiries;
- The key issues impacting on your business;
- Relocating to the district;
- The availability of business premises within the area.

For more information on how we can support your business please contact us on **01243 534669** or email: **business.support@chichester.gov.uk**

For up to date news on business advice, grants and events, please sign up to our free eBiz newsletter. **www.chichester.gov.uk/ebizsignup**

Other information can be found here **www.chichester.gov.uk/business**





Chichester District Council Services:

Planning



Do I need to apply for planning permission?

Not all work will require planning permission. Check on the interactive guide on the Planning Portal to see what does and doesn't need planning permission. If your property is a listed building you must also apply for listed building consent. Planning permission may also be needed if your property lies within a Conservation area.

Check to see if you need planning permission.

Two of the most common planning issues that businesses encounter when moving to new premises are change of use and advertisement consent. If the building is listed, you may also need consent for internal works.

When taking on new premises it is up to you, the business, to check you have the right use. The estate agent can normally confirm this, however, if you are in any doubt, the planning department will be able to help. You may need to apply for planning permission if the use class needs changing.

Advertisement consent is normally required if you wish to change the signage, for example, to include a logo or change the text. Changes to a shopfront on a property or building may also require consent. Again, it's always a good idea to check with the planning department if you will need permission.

Pre-application advice

If you would like planning advice from the council, we now offer a range of services. These include:

- Speaking to a member of the team in reception as part of the 'Duty Planner Service';
- Booking a meeting to speak to a planner to discuss an initial proposal as part of the 'Planning Surgery';
- Written advice on a range of projects including householder alterations, adverts, new dwellings and commercial proposals;
- Advice on listed buildings in writing and in person.

To find out more about the pre application advice service, visit the website www.chichester.gov.uk/preapplicationchargingscheme

Find out about pre-application advice

For further information on Planning please contact the Planning department on Tel: **01243 534734** or email: dcplanning@chichester.gov.uk

Building Regulations

Do building regulations apply?

The building regulations apply to most building work, therefore it is important to know when approval is needed.

Check if building regulation approval is required.

A few examples of what you need approval for:

- installation of replacement doors, windows, roof windows and roof lights (unless the installer is FENSA registered).
- erecting a new building or extending an existing one.
- erecting an agricultural style of building where the floor area exceeds 50m² and energy is used to condition the building.
- making structural alterations to an existing building (including underpinning).
- installing or replacing electric wiring unless the installer is registered with a Competent Persons Certification Scheme.

For full information, please visit the Building Regulations webpage www.chichester.gov.uk/buildingregulationapproval

For further information on building regulations please contact email: contact@chichester.gov.uk or Tel: **01243 534734**.





Chichester District Council Services:

Health Protection

Food Business

When starting a new food business there may be many things that you may not have thought of, or would like advice about. To help ease the process we have put together an information sheet which contains things like useful contacts.

It is also important to ensure that you register any new premises when used for a food business (including market stalls, delivery vehicles and other movable structures), this is required by law and must be done 28 days before opening.

Registration is free and you can do it online.

We have a wealth of information for people starting up a new food business, please visit the Food Safety section on our website for further details **www.chichester.gov.uk/registerafoodbusiness**

For further information on health protection please email: **healthprotection@chichester.gov.uk** or Tel: **01243 534602**.



Licensing

You may need a specific licence, permit or other authorisation from the council in order to run your business.

Chichester District Council is responsible for licensing a variety of 'licensable activities' under many different pieces of legislation.

We are responsible for licensing the following:

- Sale of Alcohol;
- Gambling;
- Taxi and Private Hire – vehicles, drivers and operators;
- Caravan Sites – Both caravan and tented sites;
- Street Trading;
- Charitable Collections – both on the street and when going house to house; and
- Scrap Metal Dealers.

We would recommend that you also visit our website as it has a wealth of useful information which may assist, please visit: www.chichester.gov.uk/licensing

For further information on licensing please email: licensing@chichester.gov.uk or Tel: **01243 534740**.





Chichester District Council Services: **Business Rates**

Chichester District Council collects the Business Rates (also known as Non-Domestic Rates)

Rateable Value

Apart from properties that are exempt from business rates, each non-domestic property has a rateable value which is set by The Valuation Office Agency (VOA) on behalf of central government. The rateable value is used to calculate the amount of the business rates your business pays, if any. For more information on how the rateable value has been set please visit www.gov.uk/introduction-to-business-rates

Some businesses may be exempt from paying business rates or may be entitled to business rate relief. We would highly recommend contacting the Business Rates Team, before you commit to a premises to find out about the likely costs and if any reliefs are applicable to your business or premises.

For further information on this please visit our website: www.chichester.gov.uk/businessrates
Email: taxation@chichester.gov.uk
Tel: **01243 534501**.



Chichester District Council Services:

Advertising and Sponsorship

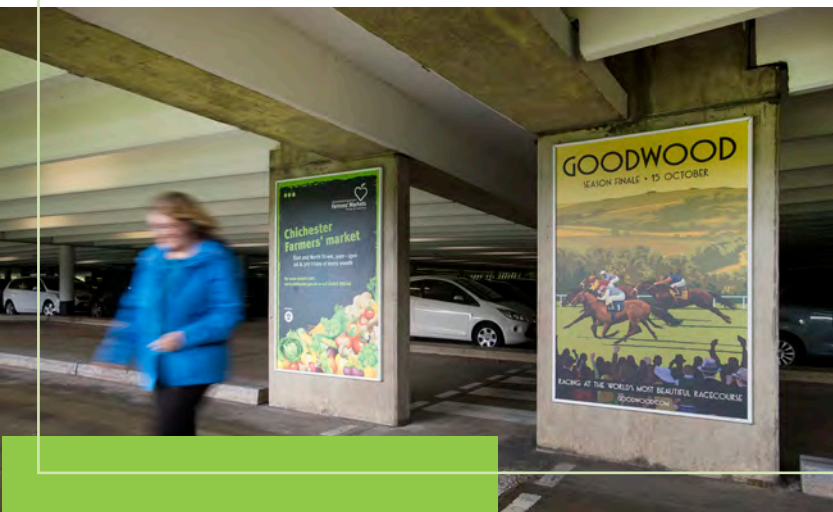
Looking to advertise in Chichester and the surrounding district?

We can help you -

- increase your **company's presence in Chichester city centre;**
- reach every **household and business across the Chichester district;** and
- raise your profile as a supporter of community initiatives.

Don't take our word for it, read **what our customers say**. What's more, by associating your brand with ours you will be contributing to the local community, as all income generated through advertising and sponsorship is reinvested in council services.

For further information on our advertising opportunities, prices and packages please download the Chichester advertising and sponsorship opportunities brochure www.chichester.gov.uk/article/30664/Advertise-in-Chichester-city-centre





Chichester District Council Services:

Business Waste and Recycling

Did you know Chichester District Council provides a business waste and recycling collection service?

As one of the District's leading providers of waste management services, we pride ourselves on delivering a local service that is reliable and offers great value.

With many years of experience of serving the varied commercial outlets in Chichester District, our

experienced team can ensure that you are compliant with all Waste Regulations and are here to discuss the options available to you in a straightforward and hassle-free way. All businesses have a legal duty to dispose of all their recyclable materials and waste. Business rates do not cover businesses for any recycling or waste collections. Therefore you are responsible for the management of all the waste that your business produces. The good news is that we can help you with that.

Services offered

Our services have evolved to meet customer and environmental needs. We offer:

- Mixed recycling service – we collect a whole range of materials all in one bin, including glass;
- Separate card and paper collections – ideal for offices and retail outlets;
- Food waste recycling service;
- Residual waste service for material that cannot be recycled or reused;
- Bulky waste collection service;
- Pre-paid sack collection service where space is limited;
- Tailored waste management solutions for events.

We also offer:

Specialist support and advice to help minimise both the financial and environmental impact of your waste.

Advice and support on any changes in waste legislation to ensure your legal compliance.

Why choose us?

- Established and trusted organisation
- Local and reliable.
- Competitive prices with no VAT.
- Bespoke services from a single provider.



- No hidden costs – we do not apply charges for admin support or Duty of Care documents.
- Fully licenced waste carrier ensuring your legal protection.

Genuine and demonstrable concern for the environment – we dispose of your general waste at an Energy from Waste facility which diverts 100% from landfill.

Our dedicated team are on hand to give tailored advice to your business and can provide a competitive, no obligation quote. Please contact them on **01243 534617** or by email to **wasteandrecycling@chichester.gov.uk** Further information can also be found on our website at: **www.chichester.gov.uk/businesswasteandrecycling**





Chichester District Council Services:

Estates

The Estates Service deals with all the property within the council's ownership. This includes acquisitions and disposals, management and letting of commercial properties as well as the general management of the council's non-operational property portfolio.

The Estates team look after a variety of business accommodation which may be of interest to you. We have a number of units on a number of industrial estates as well as a number of retail premises in the

city centre. To see a list of our vacant premises please visit our website: **www.chichester.gov.uk/commercialproperty**

For general enquires with regard to council owned property as well as general land ownership enquiries, please contact the Estates Service:

Tel: **01243 534632** or email: **estateservice@chichester.gov.uk**





Enterprise Centre

Chichester District Council established the Enterprise Centre in Terminus Road which is now run by Basepoint. It was opened in summer 2018. It offers 3,282 square metres of high quality workspace, including serviced and managed offices, workshops and shared workspace in a purpose-built development.

You can find out more about what is on offer from Basepoint, which operate the centre on our behalf.
www.basepoint.co.uk/locations/chichester



Chichester District Council Services: **Wellbeing**

Our Workplace Health Advisor works with local organisations and businesses to help encourage employers and staff to make healthier lifestyles choices.

Healthy Workplaces

A proactive approach to the health and wellbeing of staff makes good business sense; some of the benefits experienced by businesses we have worked with are:

- Happier and healthier staff
- Healthier stress levels
- Reduced sickness absence
- Enhanced employer reputation
- Improved staff retention

We can bring free wellbeing MOTs, stop smoking advice and NHS health checks directly to your workplace. We will

provide advice and guidance to tackle the issues that matter most to you the employer and your staff. We also

offer talks and workshops within the workplace on any aspect of healthy living. There may be a small cost for some of these, which can be discussed with the workplace health advisor. Our service is open to all workplaces within the Chichester District.

For more information contact:

T: 01243 521041

E: info@chichesterwellbeing.org.uk

www.chichesterwellbeing.org.uk





Apprenticeships

The Council works very closely with Chichester College on their Apprenticeship programme.

Apprenticeships are a great way to learn and earn at the same time. An apprenticeship is a combination of qualifications which can include:

- a National Vocational Qualification (NVQ), which is based on completing practical tasks in the workplace.
- a technical certificate, which is usually
- exam based.
- skills that will help you whilst at work, such as in English, maths & IT.

The apprenticeship scheme run by Chichester College will take you anything from 1 to 4 years to complete, depending on the industry that has been chosen.

www.chichester.ac.uk/apprenticeships





Chichester District Council Services:

Choose Work

The Choose Work Programme

Chichester District Council has a choose work team who are here to help people move forward with their life and move into or towards employment.

Through coaching, mentoring, providing information, advice and guidance, the Choose Work Team work with Chichester District residents to help them identify where they want to get to, and work out an action plan to help them get there.

The 2 Choose Work Coordinators work with clients using a variety of one to one mentoring, workshops and events to help them feel more positive about their future, break down the barriers that might be stopping them from moving forward and help their clients to identify the next steps for them.

For further information about the Choose Work Programme, please visit our website www.chichester.gov.uk/choosework or contact the Choose Work Team on tel: **01243 534889** or email: **choosework@chichester.gov.uk**



Procurement Plans

Chichester District Council Services:

Procurement

Chichester District Council acknowledges the value of a diverse and competitive supply market. In its procurement, the council will encourage the potential of the local business community that employ local labour and that maintain our employment levels. We note that the council is constrained by both national and European rules in how it procures. However local businesses will be encouraged to develop and build their capacity and potential to enable them to submit competitive tenders.

Find out about new business opportunities

In line with other Sussex and Surrey councils, Chichester uses the In-tend electronic portal to advertise most of its larger contract opportunities and suppliers are advised to register with the In-tend electric portal (Opens in a new window) . For further details please contact the Procurement Section.

www.chichester.gov.uk/procurement

Other support organisations

There is a variety of local and regional support organisations that offer a wide range of different services to local businesses.

Action in Rural Sussex - Rural Charity

Action in Rural Sussex (AirS) is an independent charity that exists for all people living in rural areas of Sussex but especially those who are at risk of isolation and/or disadvantage, and for whom rural life brings an additional challenge and cost to their daily lives.

www.ruralsussex.org.uk

Chichester BID website

Chichester Business Improvement District (BID) was formed in April 2011. The BID Team continues to focus on delivering within four core areas for Chichester City centre. Facilitating strategic partnership, providing opportunity, improving City safety and the promotion of Chichester on a national and local level. www.chichesterbid.co.uk

Chichester Chamber of Commerce and Industry

The Voice of Business - Chichester Chamber of Commerce & Industry is a successful networking organisation which offers support to the businesses and industries of Chichester and the surrounding areas. It encourages measures to improve the social and economic conditions of the local area and liaises with representatives about business interests affecting the city and its district. www.chichestercci.org.uk

Coast to Capital Local Enterprise Partnership (LEP)

The Coast to Capital Local Enterprise Partnership (LEP) covers West Sussex, East Surrey, Croydon and Greater Brighton.

There are 38 LEPs across England. They are local business led partnerships between local authorities and businesses and play a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs.

In the six years since Coast to Capital was formed, they have successfully invested more than £300 million of public money in local infrastructure, and generated a significant return in the growth of the local economy. www.c2cbusiness.org.uk/member/coast-to-capital-lep.html

Community Empowerment Ltd

Community Empowerment Ltd is a charitable society for the benefit of the community. They specialise in community economic development using mutual-self-help where communities work together to meet their common needs. www.communityempowerment.co.uk

Federation of Small Businesses (FSB)

As experts in business, FSB offers their members a wide range of vital business services including advice, financial expertise, support and a powerful voice heard in government. Their mission is to help smaller businesses achieve their ambitions. Established over 40 years ago to help their members succeed in business, FSB is a non-profit making and non-party political organisation that's led by their members, for their members. www.fsb.org.uk

Fernhurst Centre

The Fernhurst Centre is an internet hub and coffee shop in the heart of Fernhurst Village, open six days a week. They offer courses on a wide range of subjects, free evening Topical Talks and a comfortable place to meet friends for coffee or relax and read the papers. The Centre is supported by a wonderful team of friendly volunteers and with superfast broadband, information about What's On in Fernhurst and bean to cup coffee, it's a great place to visit at any time. www.fernhurstcentre.org.uk

Gov.uk - Businesses and self-employed

GOV.UK has a wealth of information for businesses and people who are self-employed. <https://www.gov.uk/browse/business>

HM Revenue & Customs online advice seminars

HM Revenue and Customs (HMRC) have begun a series of online presentations or webinars giving help on tax to businesses and the self-employed. The presentations last approximately 30 minutes. www.gov.uk/government/collections/hmrc-webinars-email-alerts-and-videos

Trading Standards

Trading Standards is a service run by West Sussex County Council. They give information on business legislation and licensing, and how to become an approved business in West Sussex. www.gov.uk/find-local-trading-standards-office

Networking & Events

The Chichester District boasts a variety of events and opportunities to meet and network with other businesses. The district council also works in partnership with local organisations to provide a rich variety of events, opportunities and discussion forums for the development of local people and businesses.

- Chartered Management Institute (CMI) www.managers.org.uk/southern
- Chichester BID website www.chichesterbid.co.uk
- Chichester Chamber of Commerce and Industry www.chichestercci.org.uk
- Coastal West Sussex - Development Partnership www.coastalwestsussex.org.uk
- Federation of Small Businesses (FSB) www.fsb.org.uk
- Midhurst Business Network www.southdownsdirectory.com/midhurst-business-network
- Petworth Business Association www.petworth.biz
- South East Design Forum www.wilsondesign.uk.com/clients/entry/sedf-website
- Sustainable Business Partnership www.sustainablebusiness.org.uk
- The Chichester Social www.thechichestersocial.com/business-networking-chichester/last-friday-club/



Funding Opportunities

We receive information about many different opportunities that can offer help through grants or access to loan funding, in order start or grow your business. Please visit our website for further information on funding available.

www.chichester.gov.uk/article/24324/Funding-opportunities





Green business support

Chichester District Council works closely with the Sustainable Business Partnership CIC, a not-for-profit company that offers a range of free and subsidised services to help businesses save money through resource efficiency.

For further information on this please visit www.sustainablebusiness.org.uk

Green Growth Platform

The University of Brighton's Green Growth Platform is an award-winning green business-innovation network on a mission to help create robust, future-proof businesses that minimise their impact on the planet.

For more information please visit www.brighton.ac.uk/business-services/green-growth-platform/index.aspx

Chichester District Business Directory

It's Local Chichester is the official internet business directory for Chichester containing hundreds of local organisations based in the Chichester district.

We are proud to be part of this exciting service for businesses in the Chichester District, connecting local businesses with local customers and keeping trade inside the local economy. It is free of charge to register your business or to view the online business directory. For more information please visit the website.

www.chichester.gov.uk/businesssupportandadvice





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www.chichester.gov.uk

