

Chelmsford

Business Support Guide 2024



Chelmsford
City Council

Supporting Business



**Councillor
Simon Goldman**
Cabinet Deputy
for the Economy
and Strategic
Projects



**Councillor
Ian Fuller**
Cabinet Member
for a Growing
Chelmsford

We see every day the challenges that businesses are facing and the impact that continued periods of uncertainty are having on the local economy. Cost of living pressures, supply chain disruptions and labour shortages, are just some of the key issues affecting businesses, their operations and their ability to grow.

We understand the complexities involved, and believe that it is our role to work with our partners to ensure that Chelmsford businesses have the help needed to thrive. More than ever, it is vital that we work together and assist one another to survive these turbulent times and position ourselves to come back stronger than before. We will continue to do all that we can to encourage Chelmsford businesses to take advantage of the opportunities that do and will exist to build a stronger and more resilient economy.

This booklet outlines the wide-ranging support available to Chelmsford businesses. Whether you need help identifying business support, information on business compliance, advice on accessing financial support, advice on growing your business or assistance finding new business premises, do get in touch. We are here to help.

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Contact Us:
01245 606606
Chelmsford City Council
Duke Street
Chelmsford
CM1 1JE
www.chelmsford.gov.uk

Connect with us on
[@ChelmsCouncil](#)
[@Chelmsfordforbusiness](#)



Follow us on
[@ChelmsCouncil](#)
[@ChelmsBusiness](#)



Business News

To join our regular Chelmsford Business News e-bulletin mailing list, please visit our website www.chelmsford.gov.uk/signup for Chelmsford business news and signposting to funding, business support opportunities, and events.

Economic Development

The Economic Development team works with businesses of all sizes and sectors located within the Chelmsford local authority area.

The team is involved in developing and implementing a range of initiatives to support Chelmsford's economy and encourage business growth. We are also working to promote Chelmsford as a place for investment, encouraging new business start-ups and the creation of new jobs.

We recognise that every business is unique and has different needs and so we offer our businesses tailored support. We work closely with local support providers, and together we will make sure that you have access to the relevant advice and services to help your business succeed.



What we can do for business:

- Business support: providing guidance and information for businesses on a broad range of topics
- Signposting: to specialised business support agencies and partners, including funding information and financial advice

- Training and development: providing a business support programme both locally and in partnership at a regional level
- Commercial property search advice: assisting with local business expansion and relocation
- Up-to-date business news: keeping businesses informed via our e-bulletin and social media



Business support package

The Economic Development team offers a comprehensive business support package to assist businesses during these challenging times.

For more information about the support available visit
www.chelmsford.gov.uk/businesssupport

Please contact the team to see if we can support your business:

 **economy@chelmsford.gov.uk**

 **01245 606568**

 **www.chelmsford.gov.uk/business**

Business Rates

What are business rates and how are they calculated?

Chelmsford City Council does not decide how much you pay in business rates. The rateable value is set by the Valuation Office Agency (VOA) and is generally based on your property's open market rental value. To understand why your property has a certain rateable value, please go to GOV.UK and search: '**How business rates are calculated**'.

If you think your rateable value is too high, you will need to use a business rates valuation account to tell the VOA. Sign up at

www.gov.uk/business-rates-valuation-account. You can also use this account to tell the VOA about changes to your property details (such as floor area sizes and parking). The VOA may accept your changes and update current and future valuations.

Business rates or non-domestic rates contribute towards local services. Local councils collect business rates and the Government shares out the business rates collected to councils and county councils according to their need. Chelmsford City Council receives about 4% of the amount it collects.

Further information about the business rates system is available at **www.gov.uk**. There are a number of ways that a business rates bill may be reduced. Please visit our website **www.chelmsford.gov.uk/ratesrelief** for the latest information about this.

For more details:



business.rates@chelmsford.gov.uk



01245 606805



www.chelmsford.gov.uk/businessrates

Commercial Recycling & Waste



All businesses have a legal responsibility to ensure they correctly contain and dispose of their waste. Chelmsford City Council provides a commercial recycling and waste collection service that could help your business save money and reduce your environmental impact. The service includes:

- Flexible contracts
- Free onsite waste audits
- Tailored collections



The Commercial Recycling and Waste Team have excellent local knowledge and experienced and friendly collection teams that can provide you with a reliable and professional service.

Please contact our Business Support team for more information:

✉ tradecollections@chelmsford.gov.uk

☎ 01245 615800

💻 www.chelmsford.gov.uk/trade

Procurement

Chelmsford City Council purchases a wide range of goods and services throughout the year, working with a variety of suppliers on both short and long-term contracts.

The council procures its goods and services in a number of ways:

- Full tender (as prescribed by PCR 2015)
- Public sector frameworks e.g. Crown Commercial Services G-Cloud
- Quotations

A number of these procurements are run using Delta e-Sourcing, an electronic procurement portal. To find out more go to **www.delta-esourcing.com**.

Larger procurement opportunities are always publicised to prospective suppliers via the Contracts Finder website **www.gov.uk/contracts-finder** or the Find a Tender website **www.gov.uk/find-tender**.

Other opportunities are advertised via the council's social media accounts on X (previously Twitter) and **Facebook: @ChelmsCouncil**.

The council is committed to using local suppliers and small and medium-sized enterprises (SMEs) where possible, and to using its purchasing power to meet its social value objectives, including being carbon neutral by 2030.



procurement@chelmsford.gov.uk



01245 606606



www.chelmsford.gov.uk/procurement

Business Compliance

Chelmsford City Council's Business Compliance Officers and Environmental Health Officers work closely with businesses in Chelmsford to ensure that rigorous health and safety and food hygiene standards are met.

Food Safety

The team undertake food hygiene inspections, investigate food safety complaints and provide advice to new and existing food business. If you are starting a new food business online, at home or in a self-contained unit you are required to register. For more information, visit www.chelmsford.gov.uk/food.

Health and Safety

The team investigates accidents, provides advice and registers those that undertake special treatments. For more information, visit www.chelmsford.gov.uk/healthandsafety.

Licensing and Registration

There are a number of activities that require licensing and/or a registration including: alcohol licensing; skin piercing and tattooing; animal licensing; taxi licensing; environmental permits; houses in multiple occupation; gambling licences; charitable collections and small lotteries.

For more information on licencing and registration please visit www.chelmsford.gov.uk/licensing.



safe.support@chelmsford.gov.uk



01245 606606



www.chelmsford.gov.uk/business



Planning




Chelmsford City Council's Planning team want to make the planning process as easy as possible for you, whether you want to build from scratch, apply for a change of use, or make alterations to an existing building. We offer help to guide you through each stage of the process and provide you with high quality professional planning advice about:

- Whether you need planning permission
- The likelihood of your planning application being approved
- Any planning issues that you need to consider before you submit your application
- The information, forms, and documents you need to consider before you submit your application
- The information, forms, and documents you need to submit with your planning application to ensure it is valid



For more information about our planning area services and our planning advice fees please visit our planning website.

 01245 606826

 www.chelmsford.gov.uk/planning-permission

Riverside Leisure Centre

Does your company employ at least ten people? If so, you could be eligible for discounted rates at our leisure centres.

Chelmsford City Council operates four leisure centres in the Chelmsford area including: Riverside Leisure Centre, Chelmsford Sport & Athletics Centre, Dovedale Sports Centre and South Woodham Ferrers Leisure Centre.

Regular exercise is proven to improve productivity and reduce staff sickness and stress. Our centres offer a fantastic range of facilities including swimming pools, state-of-the-art gyms and over 200 exercise classes per week.



Contact us to arrange a complimentary seven-day free trial for your employees or to talk to us about potential discounted rates:

 ourchelmsford@chelmsford.gov.uk

 01245 615079

 www.chelmsford.gov.uk/corporate-memberships

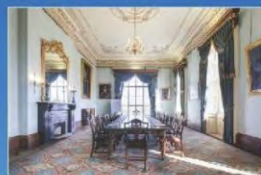
Hylands Estate Venue Hire



**HYLANDS
ESTATE**

Discover the unparalleled charm of Hylands House and the contemporary elegance of the Grand Pavilion, set amidst breathtaking parkland. If you're in search of a truly remarkable venue for your business events, look no further.

- Company Away Days
- Go Ape Team Building
- Exhibitions & Trade Fairs
- Filming & Photography
- Hybrid Meetings
- Awards Ceremonies & Dinners



Civic Centre Venue Hire

- Located in the centre of Chelmsford, a one - minute walk from the bus and railway station.
- Four fully accessible meeting rooms which range in size and can accommodate 10 to 200 people.
- All rooms are equipped with high-specification audio visual equipment suitable for in-person and hybrid meetings.



**Hold your business
event at the Civic
Centre, Chelmsford**



The best choice of conference and meeting rooms in Chelmsford. We can accommodate a variety of requirements and budgets.

Contact us today

01245 606348 | venuehire@chelmsford.gov.uk





Indoor Market

Tuesday to Saturday

Vintage Market

Thursday at the Indoor Market

High Street Market

Tuesday, Friday, Saturday & Sunday



01245 605716



market@chelmsford.gov.uk



chelmsford.gov.uk/market





**North Essex
Economic
Board**



Nurturing your business!

**NEEB has fully funded a
number of support programmes
to help businesses**

- Start-up success
- Finance & debt support
- Finding further support
- Digital skills

To find out more about the
fully-funded NEEB business
support programmes and to
sign up visit **www.NEEB.org.uk**



NEEB.org.uk



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Neebgrowth



Neebgrowth

SCAN ME



**To learn more about NEEB
NEEB@braintree.gov.uk**

NEEB is a partnership of Braintree,
Epping Forest, Harlow, Maldon, Tendring
& Uttlesford District Councils, Chelmsford
and Colchester City Councils and Essex
County Council.



Other Business Support Organisations

- Anglia Ruskin University (ARU) www.aru.ac.uk/business-employers - offers a range of business and innovation support services that help organisations grow. ARU's dedicated support team are experts at connecting business to academic expertise and securing funding opportunities. Additionally, as part of Anglia Ruskin University, Arise Innovation Hubs - www.ariseinnovation.co.uk offer access to award-winning facilities, world leading researchers, expert networks, internship and graduate talent to help grow MedTech or HealthTech businesses.
- Backing Essex Business www.backingessexbusiness.co.uk - fully funded by Essex County Council and delivered by Let's Do Business Group, Backing Essex Business supports business growth across the county, providing up to 12 hours of free business advice including help to review and plan future finance needs. Backing Essex Business provides free training, courses, workshops, and webinars for start-ups and established businesses in Chelmsford.
- Chelmsford College www.chelmsford.ac.uk - the college works in partnership with businesses to support talent pipelines through its T-Level, Adult Courses and Apprenticeship Programmes. T-levels enable your business to support a learner with their 45-day placement which both aids your business's future skills needs and provides essential opportunities to help our students develop their professional skills and knowledge. If you want to grow your business with new staff, invest in and champion your current employees' raw talent or explore opportunities for your workforce to gain new skills, we can help.

- Colbea www.colbea.co.uk - a not-for-profit business support organisation offering fully funded 1:1 business advice and training courses. Available for any business, of any size and from any sector. Free advice, information and guidance available on all general business areas, including creating or developing business plans, marketing, finance, operations, HR/staffing, digitalisation and many more.
- Essex Chambers of Commerce www.essexchambers.co.uk - delivers local engagement, regional representation, and global opportunities. Constantly evolving to meet the changing needs of modern commerce, they offer a varied range of business services, including networking events, exhibitions, training and policy & skills support. Provides International Trade support including export documentation services, accredited export & import training, workshops and advice helpline.
- Federation of Small Businesses (FSB) www.fsb.org.uk - offers its members a wide range of vital business services including advice, financial expertise, support, and a powerful voice heard in government. Alongside its membership benefits and services, the FSB offers a range of free support to all small businesses, including webinars, networking and guides.
- Visit Essex www.visitessex.com - is the official tourism and destination management organisation promoting and developing tourism across the county. It is a membership organisation supporting and marketing businesses in the visitor economy.
- Writtle College www.writtle.ac.uk/employers - has a long tradition of working with businesses on a local, regional and national level. A wide range of short courses, including bespoke programmes and apprenticeship options are offered to regional businesses.

Looking for free support for your business?

A programme funded by Essex County Council and delivered by Let's Do Business Group, Backing Essex Business is here to provide help for your business to grow, through advice, access to business finance, and training.

Plus, you can attend our regular free events to gain new skills and expand your network!



Scan to visit our website and find out more



Support to meet your needs

We can offer up to 12 hours of free business support from our expert team, on anything from strategy, staffing, business finance, to marketing.



Access business finance

We can help you to access business funding including business loans and grants.



Helping you find solutions

Our expert team is here to help you overcome any barriers or difficulty your business is facing.

essex@ldbgroup.co.uk



www.backingessexbusiness.co.uk



0800 970 8981





A space to **work, learn & grow**

www.colbea.co.uk enquiries@colbea.co.uk

Free Business Advice

Perfect for those just starting up or developing an existing business

Start-Up Training Courses

Ideal for businesses needing planning, marketing and finance support

Import & Export Guidance

Providing an understanding of how to benefit from importing & exporting

Digital Skills & E-Commerce

Increase online presence, drive website traffic and develop social media

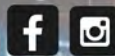
Carbon Reduction & Sustainability

Reduce carbon footprint to find cost savings and create new opportunities

Get the support you need
Call 01206 548 833



CHELMSFORD YOU



**Chelmsford For You is
the city's Business
Improvement District
(BID) currently
representing approx.
450 businesses.**

Funding comes from an annual levy which enables investment in and delivery of the city centre's programme of events and projects.

In 2023 projects included:

- The Chelmsford Takeover
- Concrete Canvas
- Chelmsford For All (Pride)
- Green City
- Out Of This World
- CM1STMAS

Chelmsford For You supports its members in numerous ways, with a strong focus on:

- Enhancing Chelmsford's profile as a visitor destination.
- Increasing city centre footfall and dwell time.
- Working with partners to ensure Chelmsford is a safe, clean, green and welcoming place.

If your business is either under the threshold or outside of the BID area there are still ways to be involved.

With sponsorship opportunities for the 2024 events programme, plus the option to become an associate member and benefit from the full services Chelmsford For You offer.

INFO@CHELMSFORDFORYOU.CO.UK

CAR PARK SEASON TICKETS



Chelmsford
City Council

Parking Scheme for Businesses

Business permits are available for some of our car parks.
Contact us for a long-term solution for your parking
needs.

Season Ticket

Apply for a season ticket
that can be renewed
monthly or annually

Annual 7 Season Tickets

Park in seven of our car
parks around Chelmsford
city centre

FOR MORE INFO

[www.chelmsford.gov.uk/
season-tickets](http://www.chelmsford.gov.uk/season-tickets)

Park & Ride services to the
city centre are also available

PLEASE SCAN QR
CODE TO APPLY



Chelmsford Co-working



Chelmsford offers a vibrant and diverse range of co-working spaces, catering to various needs and budgets. Options include hot desking, dedicated desks, private offices and meeting rooms.

Co-working spaces in Chelmsford:

Vision Offices, Saxon House, 27 Duke Street, Chelmsford, CM1 1HT
www.visionoffices.co.uk

Patch, 5-6 Grays Yard, Springfield Road, Chelmsford, CM2 6QR
www.patch.work

Mantle, Elizabeth House, Chelmsford, CM2 0DG
www.mantlespace.co.uk

Capital Space, Waterhouse Business Centre Chelmsford, 2 Cromar Way, Chelmsford, CM1 2QE
www.capitalspace.co.uk

Moulsham Mill, Parkway, Chelmsford, CM2 7PX
www.moulshammill.co.uk

CREATE Business Hub, 40 Parkway, Chelmsford, CM2 7PN
www.createbusinesshub.co.uk

Croxton's Mill, Little Waltham, Chelmsford, CM3 2PJ
www.croxtonsmill.com

Arise Innovation Hubs (Chelmsford), Anglia Ruskin University, Alan Cherry Drive, Chelmsford, CM1 1SQ
www.ariseinnovation.co.uk

Business Support Guide produced by:

Economic Development
Chelmsford City Council
Duke Street, Chelmsford, CM1 1JE

Web: **www.chelmsford.gov.uk/business**

Phone: 01245 606568

E-mail: **economy@chelmsford.gov.uk**



@ChelmsBusiness



@Chelmsfordforbusiness