



Resource Directory

- 1. Start-up Britain:** (a start-up bulletin site)
<http://www.startupbritain.co>
- 2. Business is Great:** (HM Government)
<http://www.greatbusiness.gov.uk/start/>
- 3. HM Revenue & Customs:** (Information on self-employment)
<http://www.hmrc.gov.uk/selfemployed/tmastarting-up-in-business.shtml>
- 4. Gov.UK:** (Information on setting up a new business)
<https://www.gov.uk/browse/business/setting-up>
- 5. East Sussex County Council:** (Business in East Sussex)
<http://www.eastsussex.gov.uk/business/default.htm>

Search local Boroughs & Districts web sites across East Sussex

- 6. Trading Standards:** (advice for businesses)
<http://www.eastsussex.gov.uk/business/tradingstandards/default.htm>
- 7. Businessballs.com:** (business planning portal, free on line resources & templates) <http://www.businessballs.com>
- 8. Mindtools.com:** (career & business development skills)
http://www.mindtools.com/pages/main/newMN_STR.htm
- 9. Women like Us:** Careers Advice: Women like Us help you fit work around Family life <http://www.womenlikeus.org.uk>
- 10. Company URLs:** www.mycompanyurl.co.uk

Find help starting a business - Useful contacts

UK Trade and Investment: guidance for companies that intend to or are already exporting. Contact 020 7215 8000; www.tradeinvest.gov.uk

Jobcentre plus Access to work: financial support for people with disabilities when setting up a business. Contact www.jobcentreplus.gov.uk or phone your nearest office

Forming a business

Companies House: to form a limited company or limited liability partnership. Contact 0870 33 33 636; www.companieshouse.gov.uk

National Business Register: to check availability of business names. Contact www.start.biz

Paying tax as a self-employed person

Helpline for the newly self-employed: to register as a self-employed if you're going into business as a sole trader or partnership. Contact 084589 15 45 15; www.hmrc.gov.uk/leaflets
Self-assessment order line: forms, leaflets and factsheets on self-assessment. Contact 0845 9000 444

Paying employee's tax and national insurance

New employer's helpline: to register and receive a new employer's starter Pack. Contact 0845 60 70 143; www.hmrc.gov.uk/employers

Employer's helpline: advice on paying employees tax and national insurance. Contact 08457 345 0055; www.hmrc.gov.uk/employers

Employers Order line: forms and guides on paying employee's tax and national insurance contact 0845 7646646 www.hmrc.gov.uk/employers

Vat

HM revenue & customs: to register for VAT and for advice and forms. Contact 0845 010 9000; www.hmrc.gov.uk

Business premises

Planning portal website: information on planning permission. Contact www.planningportal.gov.uk

Royal institution of chartered surveyors [RICS] advice on land, property, construction and associated environmental issues. Contact 0870 333 1600; contractrics@rics.org; www.rics.org.uk

Health and safety

Health and safety executive: information on health and safety rules. Contact HSE info line 0845 345 0055

Protecting the environment

Environment Agency: guidance on protecting the environment in England and Wales. Contact 08708 506506; www.environment-agency.gov.uk

Patents, trademarks, copyright and design right

Patent office: for help in protecting your own ideas and checking you're not infringing anyone else's intellectual property rights. Contact 0845 9 500 505; www.patent.gov.uk

Intellectual property website: information on intellectual property.

Contact www.intellectualproperty.gov.uk

European patent office: to apply for patents in 30 European countries.

Contact www.european-patentoffice.org

Trading standards

Trading standards institutes: contact 0870 872 9008

www.tradingstandards.gov.uk

Data protection

Information commissioner: Guidance on data protection. Contact 01625 545 745

www.ico.gov.uk

Employment rules

DTI publications: extensive information on employment rules and regulations – from employment contracts and maternity rights to national minimum wage and redundancy. Contact www.dti.gov.uk/publications

publications@dti.gsi.gov.uk ; 0845 015 0010

ACAS: best practice guides on employment issues. Contact 08457 47 47 47; For general enquiries or 08702 429090 for publications; www.acas.org.uk

Home office: how to check someone is entitled to work in the UK. Contact 0845 010 6677; www.homeoffice.gov.uk

Equal opportunities and discrimination

Equal opportunities commission: help and free publications on avoiding sex discrimination in the workplace. Contact 0845 601 5901; www.eoc.org.uk

Training

Learn direct: provides a range of courses and business training.

Contact 0800 100 900; www.learnirectadvice.co.uk

Career development loans:

Deferred payment loans from £ 300 to £ 8,000. Contact 0800 585 505;

www.lifelonglearning.co.uk/cdl