

Newark & Sherwood.....

.... a great place to do business!



Introduction to Newark and Sherwood

Newark & Sherwood is the preferred location for your business because we can offer

- ❖ **Access to markets** at the heart of England, where major road and rail networks converge - quick and easy access to customers and suppliers
- ❖ **Ambition for growth** recognised nationally as a hot spot for growth - ambitious plans for building prosperity
- ❖ **Vibrant business community** with a growing reputation as a logistics centre
- ❖ **Committed people and partners** competitive operating costs and joined - up support for business
- ❖ **Proud of our District** a place where people choose to live, work and visit

Our District - some key facts

- ❖ New Business survival rates over a 5 year period are 42.5% which is higher than the UK average rate at 41.4%
- ❖ 59,900 people are currently in employment, which is 76.9%
- ❖ Manufacturing amounts to 13% of employment – the national average is 8.3%
- ❖ Tourism related employment is 13.6% - the national average is 9.6%
- ❖ Unemployment figures stand at 4% - lower than the national average of 4.8%
- ❖ Average weekly wages £469.60 – the national average is £541.00
- ❖ Over 50% of the population have achieved NVQ3 or above
- ❖ GCSE 5+A*- C (inc. English and Maths) stands at 69.5% - the average in England is 53.8%

Please note figures correct as at June 2017

Dedicated Account Manager

The Economic Growth Team within Newark and Sherwood District Council can provide a dedicated account manager to assist your business. We offer:

- ❖ Information on the local economy, business sectors, workforce, property, housing and education
- ❖ Signposting to sources of support for relocating or expanding businesses
- ❖ Free land and property search on options for business premises
- ❖ Arrangement of site tours in the area
- ❖ Recruitment support
- ❖ Analysis to support the business

To provide assurance of the best site for your business we work closely with our commercial agents and property developers to offer a range of commercial property to satisfy your business requirements

The Team

Julie Reader-Sullivan, Business Manager - Economic Growth - 01636 655258

Veronica Dennant, Senior Project Officer - 01636 655260

Sue Natrass, Economic Growth Officer - 01636 655277

Sarah Payne, Tourism Officer - 01636 655604

Rebecca Firmin, Apprentice Projects Assistant – 01636 655281



Our Partners and Supply Chain

As a district, we do our utmost to support our businesses. We work closely with Newark Business Club which is one of the best attended in the country and provides excellent information and networking opportunities. We also work with Southwell Business Club, the East Midlands Chamber (EMC), the Local Enterprise Partnership (D2N2) and Nottinghamshire County Council to name a few partners. D2N2 is one of the largest Local Enterprise Partnership economies and has set ambitious targets to support and encourage growth across the local economy

Details can be found at <http://www.newarkbusinessclub.co.uk/>

<http://www.southwellanddistrictbusinessclub.co.uk/>

<http://www.d2n2lep.org/>

<http://www.nottinghamshire.gov.uk/>

Silicon Forest - A cluster of forward-thinking local organisations are working together in partnership to share ideas and use their collective influence and contacts to encourage existing and new technology business to relocate or set up in the local area. This initiative was launched in Newark during October 2015 by Gadget Show presenter Jason Bradbury - inventor of the world's first jet working power hoverboard

Details can be found at <http://siliconforest.org.uk/>

Your Supply Chain - Within the district we have a breadth of business expertise allowing you to keep your supply chain close to you. Our Business Leaders' breakfast meetings are held quarterly where we consult with businesses in the district on our strategy and on which actions we should focus our resources. Businesses that attend these meetings include British Sugar, Barcode Warehouse, NSK, Timico, Clipper Logistics, Morgan Tucker and Center Parcs, to name a few. Along with other meetings with our partners, this enables us to understand and respond to the requirements of our businesses. Some of the businesses outlined may even be able to assist you with improving your supply chain and utilising local skills

The Economic Growth team will help you meet the right people for your local supply chain

Infrastructure

The Southern Link Road (SLR), which will connect the A1 and A46 to the south of the town of Newark is currently under construction, it will open up development land and housing and will create

- ❖ 3000 jobs
- ❖ 2000 houses
- ❖ Improved access for the rail and road network

The area includes the development of a new single carriageway road with roundabout junctions along its length, a shared use footway at 6.44km of new road linking to the A1 and A45 and four toucan crossings

This is a key scheme in the delivery of Newark & Sherwood's Prosperity agenda. The project will bring the construction of houses, including affordable housing, two local centres including new retail opportunities, community and educational facilities, as well as providing a green infrastructure and a sustainable transport package which will link the site to Newark town centre



As a district there are many major benefits to our infrastructure which has opened up a great deal of land for employment and housing

- ❖ We have an improved rail service on the Castle Line (East-West)
- ❖ We work with East Coast Mainline to develop even better services (North-South)
- ❖ We are working to improve rural broadband and aiming for 100% connection as part of Nottingham and Nottinghamshire Devolution Deal with Government

Newark and Sherwood hosts a healthy mix of high profile businesses, innovative business with other major developments - Newark Academy, National Civil War Centre, new Leisure Centre and a new secondary school

- ❖ Our National Civil War Centre opened to the Public in May 2015 and received 5,000 visitors each month over the summer period
- ❖ We have worked with some ambitious new businesses that have recently, or are in the process of locating to our District
- ❖ We have a fabulous technology offer - Silicon Forest
- ❖ Our independent retail offer is underpinned by the nationally recognised 'Totally Locally' scheme

Our larger sites

G Park - Newark

- ❖ 39 acre site
- ❖ Units available from 100,000 sqft to 768,000 sqft
- ❖ Planning consent for B1, B2 and B8 use classes
- ❖ Plot sales available from 2 acres upwards

Prominently located close to the A1/A6 intersection

Future Point - Newark

- ❖ 110 acres net developable area
- ❖ Outline planning consent for B1, B2 & B8 industrial and distribution uses
- ❖ Units from 100,000 sqft up to 2,000,000 sqft
- ❖ Serviced land parcels available

Strategically located - minutes from the A1 and recently upgraded A46 dual carriageway providing fast access to major Cities in the region and across the country

Fernwood Business Park

- ❖ 104 acre site
- ❖ Phase 1: 38 acres with B1 planning consent
- ❖ A1 frontage/fully serviced
- ❖ Freehold and leasehold packages available

A1 location provides a strong north-south link, approximately 100 miles to the M25

Trains from North Northgate Station to London – 77 minutes

Contact the Economic Growth Team

Employment and Skills

Newark & Sherwood has a dedicated Employment & Skills Group offering recruitment support. This brings together delivery partners to support individuals who are out of work and help them secure suitable employment; assist employers with their recruitment and skills needs and link education with business to help improve our future workforce. When companies are looking to



recruit staff we can support through liaising with all the relevant agencies and providing pre-recruitment training and first sift interviewing. This saves time and cost in the recruitment process. There is also funding available for Apprenticeships

The Apprenticeship AGE 16-24 Grant is a grant of £1500. If eligible a business can claim up to 5 grants. Eligibility Criteria includes commitment to employ for a minimum of 12 months or the time it takes to complete an apprenticeship and includes an agreement to pay the apprentice in line with legal minimum requirements

Details can be found at <https://www.gov.uk/government/publications/apprenticeship-grant-employer-fact-sheet>

OR contact the Economic Growth Team

Tourism

With the growth of our local economy, tourism in the district is also flourishing. The opening of the National Civil War Centre in May 2015 has brought Newark in particular to national attention. Our excellent road and rail links ensure easy access to all that the district has to offer and places which appeal to all ages and tastes. Examples include Southwell Minster and Archbishop's Palace, Newark Castle and Air Museum, the National Trust Workhouse, Rufford Country Park, Sherwood Forest Visitor Centre and White Post Farm

There are also annual events such as the Newark Festival, Southwell Folk Festival and the Bramley Apple Festival, regular antique fairs at Newark Showground and racing fixtures throughout the year at Southwell Racecourse

Visitors can also enjoy country walks, cycling and river trips as well as a wide range of independent shops, high quality restaurants and places to stay throughout the area

Contact Julie Reader-Sullivan 01636 655258

Support and start- up assistance for new traders at Newark and Southwell Markets

We have 5 popular and well attended weekly markets in Newark owned by Newark Town Council and managed by Newark and Sherwood District Council, who also run a smaller market at Southwell. Both locations are extremely popular with both locals and visitors.

General Retail Markets are held in Newark on Wednesdays, Fridays and Saturdays and Collectors and Antiques Markets on Mondays and Thursdays (except Bank Holidays)

Southwell offers a market on Saturdays and a small but growing, Thursday Market

Market trading offers a unique and low risk opportunity for the business start-up and many traders have gone on to grow permanent retail outlets, not least Marks and Spencer!

Details can be found at <http://www.newark-sherwooddc.gov.uk/markets/>

The Team

Ian Harrison, Business Manager for Markets and Car Parks

Brian Rawlinson, Car Parks Office

Caz Meakin, Administrator Officer, Market and Car Parks - 01636 655712



Planning

Our Planning teams are closely involved, providing advice and assistance to businesses in expanding and relocating in the District

The **Planning Policy** team are responsible for local development policy. It will be able to assist with general enquiries about the planning policies that apply in the District and potential locations for your business

The Team

Matthew Norton, Business Manager, Planning Policy - 01636 655852

The **Development Management** team are there to assist you once you have found your site and want to develop your plans. We will be happy to work with your commercial agent and yourselves on your proposals. We provide a comprehensive pre-application advice service in order to provide a high quality and efficient service, which includes amongst other things consultation with key stakeholders. A service fee is required

Details can be found at <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/>

In return we deliver wherever possible timely, responsive, constructive and reliable advice. This saves significant resources by allowing you to pursue schemes which are acceptable and don't have to be modified once they've been submitted. Once you have your pre-application advice you can prepare your application for formal submission and consideration. We are a positive planning authority and aim to facilitate development in a timely manner by determining planning applications wherever possible, within the targets set by government

Details regarding submitting an application are available at

<http://www.newark-sherwooddc.gov.uk/planning/submittinganapplication/>

For general enquiries about the planning application process phone 01636 650000 and ask for the Duty Planner (Service available: Monday to Thursday – 2pm to 5.15pm and Friday 2pm to 4.45pm). Your pre-application inquiry and planning application will be assigned a case officer who will work with you throughout the processes

Building Control

Our Building Control team is non-profit making organisation that prides itself in offering the most cost-effective, professional and customer focused service possible. All of our surveyors are highly experienced and have extensive local knowledge, which enables us to guide our customers from concept through to completion of building projects

We offer a friendly, efficient and accurate service, with fast turnaround on plan checking and same-day site inspections. We encourage involvement with customer projects at a very early stage to avoid construction omissions on site. We provide a free pre-application advice service prior to submitting your full application to resolve any design issues which may cause contraventions to the Building Regulations

We also offer a new telephone service for submitting building regulation applications and to quote one of our customers "it couldn't be easier". This facility enables you to submit applications over the telephone without forms or paperwork

Details can be found at <http://www.newark-sherwooddc.gov.uk/buildingcontrol/>

Contact us via BCon2call 01636 655333 or Email: bcsupport@nsdc.info



Community Infrastructure Levy (CIL)

CIL is a tool for Local Authorities in England and Wales to help deliver infrastructure to support development of their area. It helps support strategic infrastructure such as schools and roads and to improve existing facilities. CIL will be used to fund strategic infrastructure within the district such as improvements to the highway network made necessary by the growth of the district up to 2026. Regulation 123 projects are funded by CIL

Most new development which creates net additional floor space or creates a new dwelling is potentially liable for the levy. Charges will be based on the size, type and location of the development proposed

To allow the Council to decide if your development is liable for CIL (and if so how much), an information form is available on our website. Please complete and submit with your planning application

CIL Amendment Regulations 2014 came into force on 23 February 2014. Applications for exemption for self-build residential development may be made to the council - subject to a number of criteria, if the development has not been started. Community group self-build projects qualify for the exemption where they meet the required criteria

Details can be found at www.newark-sherwooddc.gov.uk/cil/

The Team

Karen Adams, Infrastructure/106 Officer - 01636 655855

Business Rates

There are a number of rate reliefs available and this may reduce the amount of business rates you pay. Further discussions can be held to provide more information. Reliefs that may be available include:

- ❖ Business Rates Retail Relief
- ❖ Charity and Discretionary Relief
- ❖ Charity and Registered Community Amateur Sports Club Relief
- ❖ Hardship Relief
- ❖ Partly Occupied Property Relief
- ❖ Rural Rate Relief
- ❖ Small Business Rate Relief

The Team

Phil Ward, Business Manager, Revenues & Benefits - 01636 655347

Ivan Carvath, Principal Revenues Officer - 01636 655349

Procurement

Newark & Sherwood District Council (NSDC) does not maintain an approved suppliers list but advertises and tenders contract opportunities as and when contracts are due to expire, or when new requirements arise. Along with other local authorities in Nottinghamshire and across the East Midlands region, contract opportunities are advertised on the Source Nottinghamshire web portal and or the East MidsTenders portal

Details can be found at <http://www.sourcenottinghamshire.co.uk/>

<https://www.eastmidstenders.org/>



The Council is also required to advertise on the national Contracts Finder web portal all contract opportunities with a total lifetime value above £50,000. This portal is part of the UK government's ongoing transparency initiative aimed at making it easier for businesses to find and apply for public sector contracts

Details can be found at <https://www.contractsfinder.service.gov.uk>

NSDC is required to advertise tenders in the Official Journal of the European Union (OJEU) if the total value of the contract opportunity exceeds the relevant OJEU threshold, but these tenders will also be posted on Contracts Finder as well as the EastMidsTenders portal as appropriate

You can register free-of-charge with the above websites for e-mail alerts in order to receive contract opportunities tailored to your specific business interests

Embedded below is a copy of the Council's "A Brief Guide to Public Sector Tendering" aimed at helping businesses (in particular SMEs) learn about public procurement and how to bid for public sector contracts



A Brief Guide to
Public Sector Tendering

The Team

John King, Business Manager, Procurement - 01636 655479

Environmental Health

Newark and Sherwood District Council's Environmental Health and Licensing Service provides many functions that can have a significant impact on both residents and the business community. We provide public protection in relation to a wide range of environmental and health issues, such as air quality, noise, the food chain, and from businesses and rogue traders who unwittingly or deliberately breach acceptable standards set down in legislation. However, we recognise that as a business facing service, an important role is to support local businesses and boost local economic growth. This support is provided by helping businesses to understand and comply with controls and also by tackling rogue businesses that undermine reputable businesses and consumer confidence

Food Safety - We will provide advice and guidance on how to comply with food safety regulations for existing businesses and new business considering locating within the district

The Team

Richard Mecia, Senior Environmental Health Officer - 01636 655631

Health and Safety at Work - Responsibility for ensuring compliance with the Health and Safety at Work Act can be explained and assistance given to business seeking additional advice

The Team

Richard Mecia, Senior Environmental Health Officer - 01636 655631

Contaminated Land - Land contamination enquiries often arise during the property conveyance process. The work detailed within our Contaminated Land Strategy has involved surveys and inspecting a wide range of documents, such as historical maps from the Ordnance Survey and



council records on derelict land. We have obtained useful information on probable contaminative uses that have occurred across the district

We can supply a short search report which includes a summary of this information and a more detailed version. These are usually requested by developers or consultants with an interest in a site and its surroundings

The Team

Jim Hemstock, Technical Officer - 01636 655430

Air Quality and Pollution Control - Some industrial activities could harm the environment or human health unless they are controlled. The Environmental Permitting Regulations 2010 introduced the latest system of environmental permits by integrating the previous Waste Management Licensing and Pollution Prevention and Control regimes. We will work with both new and existing businesses to provide advice and guidance to ensure emissions are kept within national standards

The Team

Steve Cotterill, Environmental Health Officer - 01636 655633

Licensing - The council is responsible for issuing a variety of licences, some of which you may need before you can start trading. Many of these are relevant if you have a business which involves selling alcohol or opening late in the evening such as pubs, restaurants and clubs. We also issue licences for other business purposes including taxis and professions which the Government states need to be licensed for safety reasons, such as beauty treatments and businesses involving animals

The Team

Nicola Kellas, Licensing Officer - 01636 655894

Rubbish and Recycling

Newark & Sherwood District Council (NSDC) currently operates a trade waste and recycling service, providing businesses throughout the Newark & Sherwood with an efficient way to recycle and dispose of their waste

The NSDC Trade Waste & Recycling Service provides businesses with wheeled containers suitable for dry, non-hazardous, light compactable waste; these bins are designed for businesses such as shops, offices, pubs, industrial units, small and large factory premises. There are 5 sizes of bin offered, ranging from a 2 wheeled plastic bin to a 4 wheeled metal bodied container (Sizes 140 litres to 1100 litres). Choosing the correct size of container helps to keep waste disposal costs to a minimum, and means you only pay for the waste you discard

Our Trade Waste & Recycling Service also offers a pre-paid waste label service for attaching to black bags of refuse. This service is used primarily by sites that have no space for a refuse bin

The Trade Waste Service also provides one off collections of bulky waste from businesses

If you operate any form of business, you have a legal responsibility under the Environmental Protection Act 1990 and other related legislation to safely contain and legally dispose of any waste produced from your business

Details can be found at <http://www.newark-sherwooddc.gov.uk/tradewaste/>

<http://www.newark-sherwooddc.gov.uk/rubbishandrecycling/>

<https://www.gov.uk/government/organisations/environment-agency>

The Team

Ray Baguley, Trade Waste / Sales and education officer - 01636 655572

Amanda Smyth, Trade Waste & Animal Welfare Administrator - 01636 655642



Business Continuity; Preventing Disaster Ruining Your Business

Natural disasters, loss of key suppliers, malicious attack and other emergencies can affect any business; from the multi-national corporations to the small corner shop. However, there are ways in which such risks can be reduced. The role of Business Continuity Management (BCM) is to assist the continued operation of a business in the face of unexpected events and adversity - whether natural or man-made. In essence, Business Continuity is about planning and preparing for the worst.

Advice regarding incidents such as Fire, Flood, Computer Fraud, Cyber Attacks and Supplier Failures can be found at <http://www.newark-sherwooddc.gov.uk/businesscontinuity/>

Newark and Sherwood District Council (NSDC) is a Category One responder as defined by the Civil Contingencies Act and also a member of the Nottingham and Nottinghamshire Local Resilience Forum. Here, we work in close partnership with the emergency services and other responders to plan for and reduce the impact of major incidents.

The 'Nottinghamshire Prepared' website has links to both Business Continuity advice and the Community Risk Register. There are also links to Project ARGUS which is a free table top exercise delivered by the National Counter Terrorism Security Office (NaCTSO) based on the experiences of individuals and organisations before, during and after a terrorist attack

Details can be found at <http://www.nottinghamcity.gov.uk/prepared/>

NSDC works in partnership with over 30 other agencies to plan and respond to incidents and emergencies and to offer support to neighbouring counties if required

The Team

EmergencyPlanning@nsdc.info

Registration of CCTV Cameras

There is a legal requirement for organisations that process and collect CCTV images, under the Data Protection Act, to register their premises with the Information Commissioner's Office (ICO).

Most organisations and businesses will be required to pay an annual notification fee of £35 and provide details about the types of personal information they process

To find out more about the notification process

Details can be found at <https://ico.org.uk/for-organisations/register>

The ICO has produced an online self-assessment tool to help businesses determine whether they need to notify

Details can be found at <https://ico.org.uk/for-organisations/register/self-assessment/>

Totally Locally

The Totally Locally scheme aims to promote independent shops and businesses in your area. It encourages the support and use of local retailers, growers, producers and services, be they florists, farmers, printers or bakers

Totally Locally Newark App - established to give retail offers and encouraging shoppers to use the independent shops in the town. Retail businesses can register on the Totally Locally Newark App. The App supports discounts and promotions offered exclusively from Local Retailers

Details can be found at <http://newarkretail.co.uk/>



Links with Universities and financial support

N2 Business Growth Fund will provide grant support to businesses in Nottingham and Nottinghamshire. It will address areas of growth opportunity

- ❖ In key growth sectors, life sciences, digital content, clean technologies and advanced manufacturing
- ❖ In supporting new high growth businesses, such as spin-out companies and technology-led businesses

Focusing mainly on SME growth, but not exclusively, the programme is delivered by the University of Nottingham with East Midlands Business Ltd. It is supported by organisations including the D2N2 LEP, Nottingham City Council, Nottinghamshire County Council and the Chamber of Commerce

Details can be found at <http://ingenuitygateway.com/n2bgp/>

North Nottinghamshire LEADER Programme - funding for rural economic growth and job creation including:

- ❖ Micro and small businesses: including farm diversification
- ❖ Forestry productivity
- ❖ Rural Tourism
- ❖ Increasing Farm Productivity
- ❖ The provision of rural services

Details can be found at <http://www.nottinghamshire.gov.uk/leadernorth>

For information on eligibility and how to apply please contact Jim Burley T 01777 712711 or jim.burley@nottsc.gov.uk

Foresight Fund is a £40 million fund which is a dedicated regional growth fund that has been created to support small and medium sized companies in Nottingham and Nottinghamshire

The Fund exists to provide investment and support to businesses in the Nottinghamshire region, to stimulate enterprise, to create jobs and to attract inward investment to the region

The Foresight Nottingham Fund is in partly backed by Capital for Enterprise, part of the Department for Business, Innovation and Skills under their Enterprise Capital Fund programme in the UK. This flagship fund has a key objective to promote private sector investment into Nottinghamshire alongside Capital for Enterprise

Foresight, on behalf of the Fund, is seeking to make investments between £100,000 and £2 million into eligible businesses in the Nottinghamshire region to support the growth plans and business opportunities that exist today and in the future

Details can be found at <http://www.foresightgroup.eu/nottingham/>

Other Business Support

There is also the opportunity to access other forms of business support and to become a part of a vibrant business community with one of the local business clubs, the Local Enterprise Partnership (D2N2), East Midlands Chamber, UK Trade & Investment and NBV Enterprise Solutions Ltd to name a few

D2N2 is one of the largest Local Enterprise Partnership economies and has set ambitious targets to support and encourage growth across the local economy. It is a gateway for businesses looking for



information, guidance, support, expertise and financing and the knowledge needed to start up, scale up and grow their business

Details can be found at <http://www.d2n2growthhub.co.uk/>

East Midlands Chamber works in close partnership with many communities, political and funding organisations and is a leading business organisation in the East Midlands. With a growing membership of more than 3,800 businesses and 3,000 affiliates, it is the second largest chamber of commerce in the country

Details can be found at <http://www.emc-dnl.co.uk/about>

UK Trade and Investment (UKTI) help with exporting and provide expert international trade advice and practical support to UK-based companies who want to grow their business overseas

Details can be found at <https://www.gov.uk/government/collections/uk-trade-and-investment-services-for-exporters>

HMRC offer a dedicated website from for businesses that require assistance and advice on issues such as tax, VAT and PAYE including online training courses

Details can be found at <https://www.gov.uk/government/organisations/hm-revenue-customs>
http://www.hmrc.gov.uk/courses/SYOB3/syob_3/html/syob_3_menu.html

Newark & Sherwood District Council works in partnership with neighbouring areas, including Invest in Nottingham and our Lincolnshire partners

We work closely with other local authorities such as Nottinghamshire County Council to ensure that you get the best support available in relation to services such as local highways and road improvements

NBV Enterprise Solutions Ltd offer support for business start-up advice and guidance

Details can be found at <http://www.nbv.co.uk/>

Managed Workspace

Newark Beacon Innovation Centre provides an ideal environment for a business. Offering fully serviced offices and workshops, virtual offices, shared offices, hot desks, meeting and conference rooms, Newark Beacon offers the flexibility, space and support to help businesses to grow

A short distance from Newark town centre, close to the A1 and Northgate railway station, Newark Beacon is a modern and thriving business centre, designed around the needs of its occupiers and their customers

Other services available to tenants include access to a fully qualified and experienced business coach or mentor

Details can be found at <http://www.newark-beacon.co.uk/>



In Summary

Newark & Sherwood District Council continue to work closely with partners and other organisations to build and further improve the local economy. This document provides the key services that the Council can offer to support businesses in the Newark & Sherwood district and provides links to the relevant websites for further information

The Team

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