



# YOUR GUIDE TO ECONOMIC GROWTH

INCLUDING BUSINESS RATES

2020 - 2021





## How taking on an Apprentice can benefit your local business

Colchester Institute has officially launched its all-new Braintree Campus, now that the final building – The Learning and Technology Centre is complete, and is ready to welcome potential students and Apprentices of all ages.

Since the introduction of the Apprenticeship Levy in 2017 in order to drive ambitious plans to create three million Apprenticeships in England by 2020, there has been an increasing trend of businesses using Apprenticeships to upskill their existing staff.

Working collaboratively with employers to identify their training needs, CI Business Solutions at Colchester Institute is also finding that both Levy and non-levy employers are increasingly choosing to invest in training for staff already in place through an Apprenticeship.

**"The Braintree Campus is now able to deliver training for traditional careers in carpentry, brickwork, plumbing and electrical installation and as well across the disciplines of media, computer science and business all under one roof – or two roofs! The Campus can provide education in all these vital sectors in one place. While these subjects are vastly different they are equally as important in our society and the local community going forward."**

Stuart Cadman,  
Cadman Construction's Managing Director

**Are you a business wanting to hire an Apprentice?  
For more information, visit: [colchester.ac.uk/apprenticeships](http://colchester.ac.uk/apprenticeships)**

**In April, the Braintree Campus is opening its doors to the local community, as well as potential students and Apprentices, to have a look around during its Community Open Event, on Thursday 23rd April 2020, 5pm-7pm.**



To register or attend this event, visit:

[colchester.ac.uk](http://colchester.ac.uk)

**Better Careers Begin Here**



## Contact us

### WEBSITE:

[www.braintree.gov.uk](http://www.braintree.gov.uk)



### EMAIL:

[csc@braintree.gov.uk](mailto:csc@braintree.gov.uk)



### TELEPHONE:

01376 552525



### POST:

Braintree District Council,  
Causeway House,  
Braintree, Essex CM7 9HB



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# What will you discover?

Explore an exciting programme of science, technology, engineering, arts and maths events for all at:  
[www.essex2020.com](http://www.essex2020.com)

**f Essex2020**

**o Essex\_2020**

**t Essex\_2020**



**ESSEX 2020**

A YEAR OF SCIENCE + CREATIVITY

Essex 2020 is an Essex Partners' initiative

# Businesses in the Braintree District win big at the BUSINESS EXCELLENCE AWARDS ESSEX 2019

Seven of the 16 winners come from the Braintree District!

Huge congratulations to:

#### PROFESSIONAL SERVICES:

Barker Associates based in Braintree

#### EXCELLENCE IN INNOVATION & TECHNOLOGY:

Coco Lighting Ltd based in Braintree.

#### SME OF THE YEAR:

Alchemy Recruitment based in Braintree.

#### NEW BUSINESS OF THE YEAR:

Davina Steel at Mannavida based in Halstead.

#### FAMILY BUSINESS OF THE YEAR:

Tuffon Hall Vineyard based in Castle Hedingham.

#### CUSTOMER SERVICE EXCELLENCE AWARD

Community Dental Services CIC in Essex.

#### LEADERSHIP TEAM OF THE YEAR:

Community Dental Services CIC in Essex.



Davina Steel at Mannavida based in Halstead



Barker Associates based in Braintree



Community Dental Services CIC in Essex



Coco Lighting Ltd based in Braintree



Tuffon Hall Vineyard based in Castle Hedingham

# BUSINESS NEWS

FROM AROUND THE DISTRICT

#### Braintree set to become the first of over 100 GRIDSERVE sites

Braintree Electric Forecourt®, to be located next to the Horizon 120 Business & Innovation Park in Great Notley, will offer the world's fastest charging rates, charging a typical electric vehicle in less than 30 minutes. It'll put Braintree at the heart of the low-carbon transport revolution. The location of the forecourt will offer direct access to major link roads, while also capturing both regional and last mile travel for homes and businesses.



#### Be a part of Visit Braintree District

From visitor attractions and independent shops to local events and things to do, you'll be able to find it all under one roof as part of [www.visitbraintreedistrict.com](http://www.visitbraintreedistrict.com)

The website is an opportunity for local businesses to have their own listing and add their upcoming events. If you have any local events coming up or would like to list your business, please send the details across via [tourism@braintree.gov.uk](mailto:tourism@braintree.gov.uk)

#### Superfast broadband boost for Braintree District

Superfast Essex is Essex County Council's broadband improvement programme, increasing access to superfast broadband (speeds of 30Mbps+) across the county. Thousands of homes and businesses in Braintree District have been fibre-enabled so far and lots more work is planned. Visit [www.superfastessex.org/maps](http://www.superfastessex.org/maps) for property-level plans.



#### Aspiring entrepreneurs can bring their business ideas to life

Young entrepreneurs have a fantastic chance to set up their own business thanks to a new funding programme. Open to those aged 16-30, the fund seeks to encourage young people within the Braintree District to pursue their business venture. Find out more: [www.braintree.gov.uk/yep](http://www.braintree.gov.uk/yep)

#### Manor Street development means more visitors

An investment of £30 million will go into the Manor Street regeneration scheme in Braintree. This financial backing by Braintree District Council could create more than 100 jobs. It is estimated to bring at least 24,000 more visitors into the town centre each year, benefiting businesses by adding more than £3.5 million into the local economy. For more information: [www.braintree.gov.uk/manorstreet](http://www.braintree.gov.uk/manorstreet)

#### Could being part of a BID help your business community?

A Business Improvement District (BID) is a business-led body formed to improve a commercial area for trading conditions. Braintree District Council is happy to support any business interested in starting a BID. A great example can be found in Witham where in 2004 a local group of businesses formed a network to support business growth. In 2009 they formed Witham Industrial Watch which successfully achieved Business BID status for Witham's industrial estates. Sixteen years later and more than 375 businesses are part of the BID. Witham Industrial Watch mitigates risks for businesses within the area through funding initiatives. Find out more: [www.withamindustrialwatch.co.uk](http://www.withamindustrialwatch.co.uk)

# Meeting the people behind our district's businesses!

Over the past year we have enjoyed visiting a number of businesses in our district. It has been wonderful to find out more about the people behind the innovation, skill and expertise we have on our doorstep.

This year we have met businesses such as:

## P & P TECHNOLOGY BASED IN SIBLE HEDINGHAM

Formed in 1989 by a small group of engineers it is now one of Europe's leading manufacturers of radio frequency and electromagnetic interference shielding products! John Castle, Managing Director of P&P Technology said: "We contacted the Economic Development Team at Braintree District Council after seeing a case study of how they can help to support local businesses. Our business has seen strong growth within our sector and we are looking to expand in the near future."



## BRAINTREE-BASED FR SHADBOLT & SONS LTD

An established specialist manufacturer of high-performance painted and veneered doors and doorsets, fire and acoustic doors and doorsets, and wall panels. It continues to be at the forefront of technical development. Director Alysa Shadbolt said: "Our employees are at the heart of our business, so we are proud to invest in them and their skills set. We abide by the ethos that my grandfather worked by when he started the business 135 years ago, that as a family business we look after our staff and in turn, trust them to look after our business."



## J'ADORE BRIDAL BOUTIQUE IN COGGESSHALL

Owners Linda Thomson and Heidi Jacobs have worked in the bridal industry for many years and have recently launched their own luxury Bridalwear Boutique in the beautiful village of Coggeshall. Linda said: "Coggeshall is the perfect location for us. It offers a wonderful setting for brides choosing their ideal dress but it is also home to lovely venues, eateries, and a vineyard. We are working with other local businesses to promote all the wedding related businesses we have here."



# Meet the Team



Jessica Crook, Cllr Tom Cunningham, Danielle Putt and Leanda Cable

## Our Economic Development Team is here to help you and your business

They work across several key priorities including skills, business support and engagement, town centres, tourism and infrastructure.

They can help your business in a number of ways:

1. Help you find funding for your business.
2. Match you to business support and mentoring opportunities.
3. Visit you to find out more about your business and what challenges you face.
4. Promote your business as part of our new tourism website.

Whether you have an existing business here in the Braintree District or if you are setting off on a new venture, we're totally committed to helping you on your journey.

Contact our Economic Development Team on [economicd@braintree.gov.uk](mailto:economicd@braintree.gov.uk) or **01376 552525**.

Join our closed Facebook page – just search for 'Braintree District Businesses'.

Sign up to receive our business newsletter  
[www.braintree.gov.uk/  
tellmemore](http://www.braintree.gov.uk/tellmemore)



## Help us help you

Complete our survey here:  
[www.braintree.gov.uk/  
businesssupportsurvey](http://www.braintree.gov.uk/businesssupportsurvey)

# We can help your business...

## Building Control

With over 60 years' experience of working within the Braintree District, our Building Control Team can offer a friendly and personal service.

### Building Control Services:

- Local knowledge and advice
- Same day site inspection
- Plans approval
- Dangerous structure inspection
- Demolition notices



## Creative Communications

Our graphic design and print service has a dedicated team with over 20 years' experience, offering a high standard of graphics and print finishing at affordable prices.

Our team can design and print a range of products at competitive prices:

- Corporate brandings
- Flyers
- Posters
- Business cards
- Pull-up banners
- Digital scanning
- Brochures
- Binding
- Colour copying
- Mailing
- Plan printing (colour & mono)
- Exhibitions



## Waste Collection

Commercial waste collections are not covered by the Business Rates, but we can offer a highly competitive, reliable, waste collection service tailored to suit your business needs. We have many years of experience and a proven track record of success, so contact us for a quote now and see how we can help you.

## Grounds Maintenance

*They say you never get a second chance to make a first impression.*

Let us help you create the right impression by ensuring that your grounds are safe, welcoming and attractive.

### Recycling Collections

Who doesn't want to get more for less? Find out how your business can reduce and recycle more of its waste, saving you money and reducing your carbon footprint into the bargain.

For more information and a free 'no obligation' quote, please complete the Commercial Waste form on our website at [www.braintree.gov.uk/cwquote](http://www.braintree.gov.uk/cwquote)



We're happy to quote for sole traders, small, medium and large businesses alike.

*Go on ... give us a go ... you'll be glad you did.*



## Pest Control

*Keep your business premises free of pests:*

- Rats/mice
- Wasps/hornets

The rules relating to the safe use of rodenticide have changed requiring extra care. Our Pest Officers are trained to the latest standards and will ensure compliance with the safe use of poisons. Please contact the Pest Control Team for information.



# Unique Advertising Opportunities

in the Braintree District

- roundabouts
- billboards
- publications
- car park posters
- internal screensavers
- e-newsletters

## Contact us

Braintree District Council,  
Causeway House, Braintree,  
Essex CM7 9HB

**E:** [sales@braintree.gov.uk](mailto:sales@braintree.gov.uk)  
**W:** [www.braintree.gov.uk/sponsorship](http://www.braintree.gov.uk/sponsorship)  
**T:** 01376 552525



## BRAINTREE TOWN HALL



ROOMS AVAILABLE FOR:  
MEETINGS  
TRAINING  
TEAM BUILDING  
INTERVIEWS



All on your doorstep



[www.braintreetownhall.co.uk](http://www.braintreetownhall.co.uk)  
01376 557776 [thc@braintree.gov.uk](mailto:thc@braintree.gov.uk)

## BRAINTREE CONFERENCING FACILITIES AVAILABLE

- Practical meeting rooms
- Full equipment
- Free on-site parking



[www.braintree.gov.uk/braintreeenterprisecentre](http://www.braintree.gov.uk/braintreeenterprisecentre)

[f braintreeenterprisecentre](https://www.facebook.com/braintreeenterprisecentre)



# BUSINESS RATES

We don't decide how much you have to pay in business rates.  
It's based on the rental value of your property - set by a Government organisation called the Valuation Office Agency - multiplied by a figure set by the Government.

Find out more at [www.gov.uk/introduction-to-business-rates](http://www.gov.uk/introduction-to-business-rates)



## Collection Rates

The business rate collection rate for 2018/19 was 99.05%.

In monetary terms, the Council collected £43 million out of £43.41 million due under the precept.

The Council will continue to collect outstanding sums owed until full collection has been achieved. At the time of publication, the projected Business Collection Rate for 2019/20 was approximately 98.6%.

## Business Rates collected in the Braintree District

**12%**  
Braintree District Council

**88%**  
Government, Essex County Council and Essex Fire & Rescue Authority



The estimated amount of business rates, after mandatory and discretionary reliefs, to be collected in 2020/21 is £42.71 million. The Council expects to retain £5.19 million of this amount.

Our Business Rates Team can be contacted on [busrates@braintree.gov.uk](mailto:busrates@braintree.gov.uk) or call 01376 557788

# Find out if you are entitled to business rate relief

## Small Business Rate Relief

Ratepayers who are not entitled to other mandatory relief or are liable for unoccupied property rates and occupy a property with a rateable value which is below £51,000 will (subject to a small number of exemptions) have their bills calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

In addition, generally, if the sole or main property is shown on the rating list with a rateable value of less than £12,000 the ratepayer will receive 100% relief. If the property has a rateable value between £12,000 and £15,000, the ratepayer will receive relief based on a sliding scale between 100% and 0%.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either -

- (a) one property, or
- (b) one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899 and the total rateable value of all of the properties is less than £20,000.

## Discretionary Business Rate Relief

The Council's Discretionary Business Rate Relief is to support the 'hardest hit businesses' impacted by the 2017 Revaluation. The scheme has been designed to focus support on local trading businesses and to exclude those businesses that are part of national chains. The scheme operates for four years from 2017/18 but the level of support awarded will reduce each year.

## Retail Relief

Retail Relief was introduced by Central Government for 2019/20 and 2020/21 to benefit retail properties with a rateable value of less than £51,000 that are wholly or mainly being used as shops, restaurants, cafes or drinking establishments.

The relief awarded for 2020/21 will be extended from one third to 50% of the bill after any mandatory and other discretionary reliefs have been applied.

The relief will be allocated automatically to the majority of businesses except in instances where the business is run by a national chain. An application form will be sent in these cases to seek confirmation that State Aid limits will not be breached.

For more information about the type of retail business which may be entitled to this relief please visit [www.braintree.gov.uk/businessrates](http://www.braintree.gov.uk/businessrates)

## Charitable and Discretionary Rate Relief

Charities and registered Community Amateur Sports Clubs (CASC) are entitled to 80% mandatory relief where the property is occupied by the charity or a CASC. Braintree District Council has discretion to give further discretionary relief up to 20% on top of the 80% mandatory relief. The Council is also able to grant discretionary charity relief up to 100% to non-profit making organisations and clubs.

## Pub Relief

The Government has re-introduced this relief for 2020-21 only. Relief of £1,000 will be available to public houses with a rateable value of less than £100,000. Where pubs are part of a chain, relief will be assessed on receipt of an application form to ensure compliance with State Aid requirements.

## Supporting Small Business Relief

Supporting Small Business Relief (SSB) was introduced by Central Government with the aim to help those ratepayers who, as a result of the 2017 Revaluation, lost some or all of their small business or rural rate reliefs. The scheme operates for up to five years from 2017/18.

## Rural Rate Relief

The occupier of a general store or post office may be entitled to rate relief if the rateable value is £8,500 or less, and the settlement has less than 3,000 people.

Occupiers of the sole public house or filling station with rateable values of £12,500 or less could be entitled to rate relief. Relief is given at 50% of the full charge and the Council uses its discretion to remit the remaining 50%. The Council also have discretion to remit part or all of the rate bill on other properties in a qualifying rural settlement of 3,000 people or fewer, if the rateable value is £12,500 or less and the authority is satisfied that the property is used for a purpose which benefits the local community.

## Rating of Unoccupied Non-Domestic Properties

The unoccupied exemption applies to the property, not the liable person/company.

The owner of a non-domestic property becomes liable to unoccupied rates when the whole hereditament has been unoccupied for a continuous period of 3 months, or in the case of industrial property, 6 months.

If you become liable for a property which was previously unoccupied for 2 months, you will only be eligible

for 1 further month exemption if the property remains unoccupied. A change of ownership will not give rise to a new period of exemption and the unoccupied charge is currently 100% of the occupied charge.

There are some exemptions from the unoccupied rate. For the full list please visit [www.braintree.gov.uk/businessrates](http://www.braintree.gov.uk/businessrates)

## Appeals Against Business Rate bills

If you disagree with the amount you are asked to pay, because you are not the liable person, you feel that you are entitled to some type of relief, or that the property should be exempt, please contact the Business Rates team on 01376 557788.

For Appeals against your Rateable Value, please contact the Valuation Office Agency National Helpline on 03000 501501.

## Rating Advisers

Ratepayers do not have to be represented in discussions about rateable value or their rates bill. Appeals against rateable values can be made free of charge. However, ratepayers who do wish to be represented should be aware that members of the Royal Institution of Chartered Surveyors (RICS – website [www.rics.org](http://www.rics.org)) and the Institute of Revenues, Rating and Valuation (IRRV – website [www.irrv.org.uk](http://www.irrv.org.uk)) are qualified and are regulated by rules of professional conduct designed to protect the public from misconduct.

Before you employ a Rating Adviser, you should check that they have the necessary knowledge and expertise as well as the appropriate indemnity insurance. Take great care and if necessary, seek further advice before entering into any contract.

## Information Supplied with Demand Notices

Information relating to the relevant and previous financial years in regard to the gross expenditure of the local authority, is available at [www.braintree.gov.uk](http://www.braintree.gov.uk)

## Need more information?

From 1st April 2017, local authorities are no longer required to provide individual copies of explanatory notes when bills are issued but you can find more explanatory notes on our website [www.braintree.gov.uk/businessrates](http://www.braintree.gov.uk/businessrates). A hard copy is available by writing to the Council or by calling us on **01376 557788**.

Apply for small business charitable and discretionary rate relief online at [www.braintree.gov.uk/raterelief](http://www.braintree.gov.uk/raterelief)



# Making Payments

Visit [www.braintree.gov.uk/businessrates](http://www.braintree.gov.uk/businessrates)

- Pay your business rates
- Sign up for Open Portal to pay and view your bills online securely
- Check your business rates balance



### Direct Debit

Approximately two thirds of our business rate customers use Direct Debit to pay their bill each month.

It is easy to arrange, simply call 01376 557755 and provide your bank account number, sort code and Business Rates account reference number which you will find on your latest bill and we will do the rest.



### Debit/Credit Card payments

You can use our website to make a payment with your debit/credit card or you can call our automated card line on 01376 557894 which is available 24 hours a day.

### Online banking

If you are making a payment using your bank's website, please ensure you quote our bank details: Sort Code **30-00-02**, Account Number **00825110**. You will also need to quote your Business Rates account number which you will find on your latest bill, in the reference box.

### Payment by Standing Order/Bank Transfer

Please ensure you quote our bank details: Sort Code **30-00-02**, Account Number **00825110**. You will also need to give your Business Rates account reference number which you will find on your latest bill, in the reference box.

### Business Rates Instalments

Payment of Business Rate bills is automatically set on a 10-monthly cycle. However, you are entitled to spread these payments over 12 months. If you wish to take up this offer call the Business Rates team.

### PLEASE REMEMBER

If you do not make payments by the due dates, we will issue a reminder notice. The maximum number of reminders you may receive in any financial year is two. If the second reminder remains unpaid, a summons will be issued and cost incurred.

**Problems paying?** Remember, we are here to help you. Please contact us if you cannot pay your Business Rates. Do not wait until you are in debt as this makes it more difficult to sort the problem out.

# Handy Contacts

For further information contact:

## **Business Rates Team**

Causeway House, Braintree,  
Essex CM7 9HB  
01376 557788

[busrates@braintree.gov.uk](mailto:busrates@braintree.gov.uk)

## **Valuation Office Agency**

Telephone: 0300 0501 501  
[www.gov.uk/voa](http://www.gov.uk/voa)

## **Please keep us informed**

Tell the Business Rates Team on 01376 557788 if you move or sell a property.

It is important that you tell us straight away of any changes in your circumstances, particularly if you are claiming any type of relief to which you may no longer be entitled.

We rely on accurate information from Business Rate payers.

## **do it online**

Manage your Business Rates bill online, it's quick and easy to do

As well as paying your bill online, you can:

- ✓ view your bill
- ✓ request a copy bill
- ✓ check your balance
- ✓ see all payments made
- ✓ check your next payment due

For more information  
visit: [braintree.gov.uk/openportal](http://braintree.gov.uk/openportal)



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DISTRICT**



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