



Going For Business Relocation



There are many opportunities in the Watford area for business growth, plus several complementary streams of investment. Why not explore these with us?

This review of your options is just the start – our business advisers can advise impartially whatever the stage of your business plans and thinking.

For general advice and a complimentary initial session, please contact:

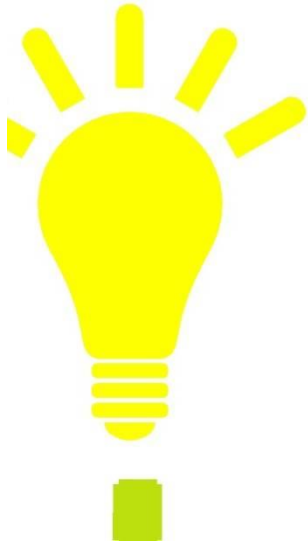
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Introduction

Business relocation is one of the most stressful but exciting aspects of running your own company – consequently it is not to be taken lightly.

For any company looking to relocate their operation, it can be a very daunting and challenging time. This can be said for any sized business, from one man band to International Corporation. Your decision as to where to move your business premises will be largely dictated by time scales, your capital outlay and the level of input you can make. Above all, it's crucial that a business relocation plan does not distract from the day-to-day running of your business. Whether you are moving from one side of an area to another, a new area completely, opening a new branch/business or entering a new country, the task can be challenging.

If you are organising the relocation yourself, or if you have a team handling the move for you, there are numerous aspects which need to be given careful thought. Consider your space requirements in terms of quality and quantity will it cut costs in the long-term? Can you distribute easily from your base to all customers? What businesses do you want to be located near? Will a business park make more sense than serviced offices? Do you need to be visible from the high street? Bear in mind:

- The move background – What are your motivations for relocating? Are you struggling to find experienced staff? Do you want to upgrade your existing facilities, or lower the costs you are paying now?
- Planning your move – including logistics and budgeting
- Finding the right premises
- Who to get on board
- Legal issues – leases, break clauses
- Design and fit out
- IT and Telecoms
- Removals
- After the move

At times there will be requirements where it would be useful for you or your team need to take local advice. This guide aims to give you answers to some of the common questions and issues related to relocation. Where more in depth assistance and support is required, you should be able to find details for partner organisations which will be able to help.

For further support and information, please contact Tara Clark, Inward Investment Manager, Watford and West Herts Chamber of Commerce tara@watford-chamber.co.uk or 01923 442442

Local support agencies and how they can help

Watford Chamber of Commerce

The Inward Investment team at Watford Chamber of Commerce aims to ensure that your business has a smooth and efficient transition to Watford. The vision is to highlight Watford as an outstanding business destination. Working in close partnership with Watford Borough Council, West Herts College and extensive experience of working with companies and individuals that are looking to come to the UK for the first time, or indeed that are already established here, means that from the outset, you will receive all the appropriate services required, including:

- Finding the ideal location and premises
- Possible funding opportunities for the operation
- Assistance with market research to identify and evaluate potential customers, clients, supply chains and partners
- Advice and assistance covering various key topics including employment, training, skills, accounting/finance, payroll, legal and marketing etc, provided by professional partners
- Routes in to and contacts with Colleges, Universities, Research Establishments covering collaborative R&D, work placements, apprenticeships and interns
- Access to a wide range of business support functions which includes local, regional, national and international schemes, covering established businesses, business start up, and high growth
- Access to a network of professional contacts

The Chamber has specialist advisers to support growing businesses, and are dedicated to helping you succeed, guiding you through the maze of ever-changing legislation and decision-making, giving you more time to concentrate on growing, establishing and running your business.

For more information including details of schemes and projects put in place to assist your relocation, contact tara@watford-chamber.co.uk or http://www.watfordchamber.co.uk/inward_investment/

Watford Business Against Crime

Watford Business Against Crime (WBAC) is a membership scheme which aims to reduce retail crime and anti-social behaviour throughout Watford town centre. During this very difficult time for businesses, crime has increased and therefore crime prevention and detection is vital in order to reduce losses. WBAC and its members strive constantly to achieve this in order to benefit not just their own businesses, but every business in Watford so that the town is a safer and more attractive place. WBAC operates an information sharing scheme where information is gathered from members and the police. WBAC then alerts members to counter any emerging crime patterns and also targets those offenders identified as 'lifestyle criminals'.

Benefits of the scheme include:

- Full membership of the Watford & West Herts Chamber of Commerce for all employees. This includes access to all member benefits and discounts.
- Exclusive access to intelligence about, and photos of convicted retail crime and fraud offenders.
- Links to Hertfordshire Police through nominated PCSOs and police officers who work in the town centre.
- Regular visits from the WBAC manager and police staff.
- Monthly meetings to share intelligence. These are also attended by relevant guest speakers such as representatives from the police and the Crown Prosecution Service.
- Free training sessions on a variety of topics including statement writing and correct use of the radios.

For details, please contact Gerald Holderness on 01923 802304 or mobile 07595 218136

http://www.watfordchamber.co.uk/watford_business_against_crime/

Business Link

Business Link is government's online resource for businesses. It contains essential information, support and services for you and your business – whether you work for a large organisation or are on your way to starting up. Simple to use, up to date and practical it also has a number of useful online tools, calculators, and best practice case studies; and provides access to funding options, as well as wider support.

The site contains useful information to assist businesses including:

- **Choosing the right premises** – renting/responsibilities of tenants/renewing or ending leases/home working/buying/mortgages and lenders
- **Tax breaks and finance** – business rates/stamp duty land tax/ capital allowances/first year allowances
- **Protecting your premises** – fire safety and risk assessment/flooding/security/insurance
- **Planning permission and building regulations** – overview/environmental impact assessments

Local Business Locations

Croxley Business Park

Ideal for the cross-fertilisation of business and the sharing of ideas. You can't help but mix and mingle with your business neighbours in this social and relaxed working environment. When you discover a good thing, it's no good keeping it all to yourself. Business is just one element of the community and Croxley Green already sponsors two schools as well as other good causes in the area throughout the year. Committed to a business ethos that contributes to, and gains benefit from, being part of the wider community, Croxley Green Business Park aims to be a Grade A energy efficient business space whilst greening the estate and its buildings. At the same time, aiming to create an exceptional balance between work and life in an environment that positively attracts people through its gates.

Watford Business Park

Watford Business Park is a premier location of office, industrial and warehousing units. Included within the site is Watford Business Centres Limited, which has flexible unit space from 150 to 10,000 sq. feet. There is 24 hour access, free car-parking, an experienced team of 10 staff with an overall three acre site totalling 130,000 sq. feet of serviced office and warehouse space. Other prominent companies, amongst 100, that are based here include, Polaron, Prismic Enclosures and DDD Pharmaceuticals Ltd. Watford Business Park offers excellent road and rail links, with Heathrow Airport only 35 minutes away and a major Royal Mail / Parcelforce sorting depot located within the Park.

Clarendon Road

Clarendon Road is an impressive modern, headquarter style business location situated within the main business district of Watford. Close to local amenities, the centre is also minutes away from both the M1 & M25 and Watford Junction station. The many and varied office accommodation on Clarendon Road is at the heart of Watford's commercial hub and has for many years attracted household names from a number of business sectors. Companies located on Clarendon Road include, KPMG, Clydesdale Bank, Regus, Total, Baker Tilly AEGON, Taylor Woodrow and Ralph Lauren Polo. Situated close to local amenities, Clarendon Road is also two minutes from Watford Junction station which gives a 17 minute journey time into London Euston. In addition, both the M1 & M25 are close by offering easy access to London Heathrow, Luton and Stansted airports.

Leavesden Business Park

Leavesden Park business park Watford totals over 300 acres and is part of the MEPC portfolio of great estates. Offering a unique opportunity to acquire office accommodation in a flagship building on surprisingly competitive lease terms, Leavesden Park is already home to BT, Pitney Bowes, Brighthouse and Sitel. Leavesden Park Watford is a thriving and vibrant business park community strategically located in the South Estate within close proximity to six motorway junctions and Watford junction station; Leavesden Park is a premier business location. Commercial property to let/rent ranging from 1,000 sq ft to 43,000 sq ft.

Local Commercial Agents

Brasier Freeth

01923 210810 www.brasierfreeth.com

Peter Brown – peter.brown@brasierfreeth.com 01923 205521/07740 170458

Stimpsons

01923 252188 www.stimpsons.co.uk

Paul Felton – pmf@stimpsons.co.uk 01923 252188

Perry Holt & Co

01923 239080 www.perryholt.co.uk

Joel Lobatto – jl@perryholt.co.uk 07786 928311

Lambert Smith Hampton

01727 834234 www.lsh.co.uk

Matthew Cox – mcox@lsh.co.uk 01727 896203

Nurturing Business Locations

Wenta

Wenta has a range of office space and industrial units at their business centres across Hertfordshire.

Businesses come in all shapes and sizes, therefore their business centre facilities are designed to cater for your individual requirements. Wenta can offer you a range of options from business incubation, virtual office and mailbox services to individual offices, workshops and industrial units.

Wenta also have a selection of conference and meeting room facilities for hire to internal and external clients. All of the units for rent are available on flexible, monthly licence terms.

Wenta provide a variety of tailored business advice and guidance to start-up, new and existing small businesses across Hertfordshire and Bedfordshire.

Clients working with Wenta can gain access free business start-up workshops, unique 'My Incubator' service (that allows entrepreneurs and start-ups to grow their business within a dynamic and creative workspace with help from an advisor), advice from experienced business advisors on how to apply for business grants, recommendations on legal, accountancy and tax issues that can occur (when starting a new business and access to business planning tools to help write your business plan) as well as The Mentor Scheme supports existing businesses by carefully matching them to a fully trained business mentor to provide business support and guidance.

Regus

Regus is more than just a serviced office facility. Not just offering accommodation, businesses housed within Regus can also benefit from various business support schemes. Exclusive to Regus is the Business Link online facility, a free online marketing tool where customers can advertise their products and services to other Regus clients. There are also a variety of partnerships that clients can take advantage of, ranging from stationary supplies to car hires and air miles. Regus have a partnership with the UK's leading Business Mentoring group which enables its clients to talk through their business plan with experienced professionals completely free of charge, helping their clients to drive sales in tough economic times.

At Regus, clients are provided with a mix of flexible office, home based and mobile working solutions. You can have a productive place to work, fully supported, no

matter where, when and how you work. The office based solutions are available on a full and part-time basis, by the day, week, month or year. They are all fully furnished and configured to your exact requirements, meaning zero capital costs to your business. Home-based and virtual working is exactly that - offering an enhanced business image, call handling service and use of a professional address. Each centre will boast a business lounge with state of the art training and meeting room facilities, enabling mobile workers to profit across any of their 1,200 locations.

i2 Office Ltd

i2 Office operates an expanding number of business centre's in prime city centre locations across the UK. Our aim is to ensure the loyalty of our clients through providing quality offices on flexible terms backed up by state of the art technology and unrivalled service levels. In 2010 the company raised equity finance to help fund its expansion. This money was raised from private investors as well as OCS, the UK's largest property support services company, and the financial services business The Hampden Group plc. i2 Office have serviced offices to suit all sizes of business with the flexibility to allow upsizing, downsizing or a move to another location. Each of our Business Centre's also provides virtual office services, meeting rooms for hire and disaster recovery plans.

The i2 Business Lounge Network - Providing access to i2's Business Lounges across the UK including London, Watford, Milton Keynes, Glasgow, Leeds, Manchester and many more. Quiet, comfortable, professional places to work, hold meetings or simply relax, Flexible working environment with a mix of soft seating, meeting tables and hot desks, Professional reception staff to provide you with a friendly and helpful service, wired and Wi-Fi internet, complimentary tea, coffee and chilled water daily newspapers, copying, scanning, courier, mail and other concierge services available and meeting rooms and day offices available at discounted prices.

Local Relocation Solutions

Freedom

When moving your business to Watford you will need to consider:

- Internet connectivity
- Telephony and data infrastructures
- Your wider IT requirements

Freedom Communications, based in Watford, provide technology, media and telecommunications offering the very best prices and will support you making your transition and growth seamless.

Freedom will offer a FREE consultation, normally worth £1,500, to any new business to Watford – aiding you in scoping your requirements and building the foundations for your business.

Experienced supporting and relocating blue chip enterprises right through to SME's, Freedom provide expertise in transitioning your existing communications infrastructure to your new location seamlessly whilst offering the very best prices to support you today and in the future.

Sales Support:
sales@freedomcomms.com
01923 654321

Movingpremises.net

Office Relocation is a series of many interlinked activities. If you have ever moved offices in the past, you will know there are a myriad of things that can go wrong. Each process links to the next process so that if one aspect falls over, this has a knock on effect which can really impact your business.

MovingPremises.net takes into account all aspects of the moving process. These elements are driven by a series of comprehensive checklists. In addition, strong central project management is provided by MovingPremises.net. The two elements, comprehensive checklists and strong Project Management, are the key to a successful relocation.

Using MovingPremises.net techniques means that you can make sure every aspect of the move is covered. They can also work with your Relocation Co-ordinator to reduce the impact on revenue to a minimum.

Movingoffices.net can take charge of project management, finding your ideal location, office interiors, IT and telecoms, all of your moving needs.

Humphreys Plus

W.H. Humphreys & Son Ltd was formed in 1918 by William Henry Humphreys, and the business is still owned and managed by members of the family. From the very first day of trading, the company has been dedicated to providing first class customer service to clients large and small. This commitment to service and innovation has been the company philosophy ever since. Consequently, W.H. Humphreys & Son Ltd is now the leading business relocation company based in Watford serving clients on a nationwide basis.

Clients range from large public sector organisations to small businesses. But regardless of the size of the client, Humphreys provides the same personal service and attention to detail that is the hallmark of their office removal business.

Choose Humphreys and you can be sure of:

- Meticulous planning and full liaison with in-house staff and external specialists
- Expert technical relocation services – so you can start work again the next day
- Highly competitive rates – so your budget goes further
- One of only a handful of BAR* qualified project managers

* British Association of Removers

For more information, please visit www.humphreysplus.co.uk

Statco – The Stationery Company

The Stationery Company was formed in 1990 and has always been based in Hertfordshire. At Statco we specialise in the supply of Office Supplies, All Forms of Printing, Furniture, Printed or Plain Workwear, Business Gifts and Signs & Graphics.

At Statco our business ethics are quite straight forward, treat people as you would like to be treated yourself..... We see this ideal as being the only way to truly build strong and long lasting business relationships. We at Statco believe in helping all our customers, our customers like to think of us as an extension to their own Purchasing Team, a real Partnership from day one!

When it comes to re-locating there are of course those MUST DO things and where we can help particularly would be with any Furniture requirements, as we offer a FREE Design Service, also with the Printing you WILL need, Your New address needs to be put on your Letter Heads, Your Compliment Slips, Your Business Cards and of course any Marketing Material you may want to carry on using, we can also create and design your External Signage as well as any internal signs you may require, all we need is your original artwork emailed to us and we will do the rest, it

will be that simple and working with one company can make communication so very simple and leads to a few less headaches you need to worry about.

We would truly appreciate the opportunity to help with your business transition to Hertfordshire

Feel free to understand ALL our services by visiting - www.statco.co.uk and please feel free to call or email us anytime, on 01442 876876 / sales@statco.co.uk even if its simply for some advice.

Help us to Help You

Q Office Furniture Ltd

Furnishing Your Office: Building the right office environment enhances the creativity, productivity, health and happiness of your staff; and ultimately the profitability of your entire business. Whether you are interested in design, ambience and colour schemes; giving the right impression to clients; or simply looking to encourage ergonomics, comfort and wellbeing; getting this right is guaranteed to have a massive impact on everything you do.

Because 'one size does not fit all' it is important to ask the right questions of the right people. With decades of experience, both in office furniture and project management, the Q Office Furniture team are the ideal partners to support this vital element of your move or refurbishment.

Based locally and committed to helping Watford's business community, Q Office Furniture is backed by the strength and quality of UK manufacturing and can design and create standard or bespoke furniture that looks great, comes in any colour, matches the requirements of any office and most importantly fits any company's budget.

- Reception and breakout areas furniture
- Office desking, seating and accessories
- Office storage facilities
- Screens and partition walling
- Library furniture
- Canteen and restaurant furniture
- Educational environments
- Food technology and laboratories areas.

Call Julian Sheldrake, Sales Director on: 01923 883 785

or email: julians@qofficefurniture.co.uk

www.qofficefurniture.co.uk

The JPM Group

JPM have 29 years' experience in assisting SME's, blue-chip corporates and public sector organisations in delivering a seamless service particularly when re-locating.

When moving your business to Watford, there are three key considerations:

- Cleaning Services
- Environmental (Waste) Services
- Your wider Soft Service provision

The JPM Group, headquartered in Watford, provide services to the commercial office, leisure and retail sectors throughout the UK.

JPM will offer a free consultation/audit to any new business to Watford- aiding you in scoping out your requirements.

For more information, please visit www.thejpmgroup.com

Or email philip.green@thejpmgroup.com or phone 07900 494779

Recruitment/HR

Crispin Rhodes – HR Advice and Support

When relocating, businesses must consider not only the impact of moving office equipment but the impact it has on the staff involved. The further the relocation, the likelihood is that it will have a bigger impact on staff. Do the employment contracts have the right clauses in it to support the employer should they wish to ask staff to move nearer the new location?

Managing the staff through a change of this type requires an effective strategy, ensuring firstly that the needs of the business is maintained and secondly, that the needs of the staff are considered during the process.

Here at Crispin Rhodes, we offer a FREE no obligation consultation to any business considering relocating their premises AND staff.

Manpower

Manpower is the global leader in contingent and permanent recruitment workforce solutions. In any one year, from over 300 offices in the UK, they manage the interests of more than 200,000 talented jobseekers meeting the needs of over 5,000 UK employers; across almost all industry sectors for small, medium and global enterprises. Their high-impact solutions can help organisations meet customer demands, manage workforce costs and outdo the competition more than they ever thought possible.

Manpower offers:

Talent Resourcing

- Temporary Placement
- Permanent Placement

Workforce Management

- Order Management
- Assignment Management
- Onboarding and Training
- Candidate Attraction
- Programme Management
- Recruitment Process Outsourcing
- Managed Service Provider

For more information, please visit www.ManpowerGroup.co.uk

Up-skilling and Training

Wenta

As Step coordinators for Hertfordshire, Bedfordshire and Buckinghamshire, it is Wenta's job to arrange paid work placements. They are currently recruiting companies, undergraduates and graduates to participate.

The Step programme enables companies to develop their business through the recruitment of bright, intelligent and talented individuals. A specialist placement team will take the hard work out of identifying and assessing appropriate candidates leaving employers free to manage their businesses. Placements can operate from eight to 24 weeks. Payments are made directly to Wenta so the host company does not have to worry about payroll, tax or NI.

Wenta provide a wide variety of training and development courses, many of which are free of charge or of very low cost. These events also provide excellent networking opportunities.

Training workshops include:

- Business Planning
- Selling
- A Taste of Marketing
- Finance Made Simple
- Your Website and Social Media
- Barclays Get Ready for Business
- Legal Issues and Intellectual Property
- Trading Standards Surgery

West Herts College

The Skills for Business team at West Herts College specialises in training to improve performance at work.

West Herts College courses are based on real insights into local business needs and can be tailored to your requirements. Their flexible programmes include apprenticeships, formal management qualifications and a multitude of short courses to develop specific skills.

West Herts College combine the best of what a highly-rated college has to offer with business training led by expert tutors – many of whom have direct experience of prominent sectors in their local economy. West Herts College can work with you to

train your staff with the skills they need to do the best job for your business. Thus, giving you the competitive edge you need to succeed.

Their courses lead to recognised national qualifications and often come with bolt-on extras as standard. And being part of West Herts College means they don't apply VAT to their fees.

Financing and Funding

Commercial Banks

Links and introductions can be made with the following local banks:



Other Funding Options

Team Factors

Team Factors Ltd is a Hertfordshire based, owner managed business dedicated to helping companies improve their cash flow by advancing up to 90% of an invoice's value on the day it's raised.

With over 30 years' experience, they provide financial solutions to small businesses and start-ups across a variety of sectors. If you sell products or services with terms of 30, 60 or 90 days invoice finance could be the perfect solution for you. Traditional forms of finance depend on a number of variables such as age and profitability of the business. With factoring, all you need is a solid invoice to a credit worthy client. They strongly believe in developing close longstanding relationships with their customers and providing a fast, flexible and personal service.

For more information, please contact 01923 299 616 or info@teamfactors.co.uk

Foundation East

Foundation East is an Industrial and Provident Society, recognised by HM Revenue and Customs as an exempt charity. It is a democratic organisation controlled by its members. These are individuals and organisations that support its vision:

To increase prosperity and quality of life by providing finance to viable businesses that have been refused bank finance and to facilitate the creation of Community Land Trusts in the East of England.

Foundation East raises capital by selling shares in the Society and also through grants from charitable and other foundations. This capital raised is then deposited with its bankers (Unity Trust) who in turn lend funds to Foundation East. This leverage mechanism enables the Society to make loans to viable, but not bankable businesses, in Cambridge, Bedfordshire, Suffolk, Hertfordshire, Norfolk and Essex.

For more information, please visit www.foundationeast.org

NWES

NWES has been helping pre-start, start up and existing businesses since 1982. They offer a range of business support covering Finance, Advice, Training and Premises in the East of England aimed at anyone who would like help and support in starting or growing a business.

Many businesses need access to finance to start or expand their business, but often the mainstream options are closed to them. Community Development Finance Institutions (CDFI's) exist to bridge this gap, they lend to businesses in some of the most deprived and underserved areas. CDFI's have two purposes to provide the finance required to businesses when the banks cannot assist and encourage social and economic change.

For more information, please visit www.nwes.org.uk

Angel Financing

An angel investor or angel (also known as a business angel or informal investor) is an affluent individual who provides capital for a business start-up, usually in exchange for convertible debt or ownership equity. A small but increasing number of angel investors organize themselves into angel groups or angel networks to share research and pool their investment capital.

To find out more about Angel Financing please see '**Watford Works for Business Finance**' – copies available through tara@watford-chamber.co.uk

Online inspiration

www.watfordchamber.co.uk

www.watfordforyou.org

www.fundingcircle.com

www.cobwebinfo.com

Our partners



