

# BUSINESS RELOCATION CHECK LIST

A checklist to help you cover some of the many tasks to address when seeking new or alternative premises.

## Selecting new premises

It may help to consider some of the features which are important in your present premises (if you are currently trading), or the features which you feel would be important if you were trading.

### Current Premises:

#### Size

- Area .....sq ft or .....sq m
- Dimensions length/ width .....
- Height to eaves ..... of entrance .....
- Other physical feature .....

#### Services

- Mains Water
- Drainage
- Gas
- Electricity - 3 phase
- Other .....

#### Car Parking

- Number of spaces needed .....

#### Appearance and Location

- Important to impress customers
- Suppliers locations close by
- Access to road/rail networks

## CHECKING THE NEW PREMISES

Once you have a shortlist of properties which seem suitable, you may wish to check:

- 1) Planning consent applied to the buildings. The local Development Control team will be able to advise you about the planning use class you may require and the planning use class which applies to your preferred building. There may be a charge attached for some information they provide. A brief description for some for some common planning use classes is attached.
- 2) Rateable Value and National Non Domestic Rates Payable. These are costs which can often be overlooked or which may be unknown from information gathered. Get advice on the rateable value and make sure it is correct. The assessment can be too high so use a respected firm if you chose to appeal against the rateable value.

Information on Business rates is available via the Valuation Office website [www.voa.gov.uk](http://www.voa.gov.uk) or via the NNDR team or the Economic Development team at the District Council (tel. 01305 252304).

If you are contemplating moving to brand new premises then the rateable value **may not** have been assessed and **may not** be assessed for some time after your occupation. The District Council **may** be able to give you some guidance on the possible rateable value - but it is not able to make an accurate assessment for individual new premises. You are strongly advised to make provisions to pay this national charge as it will be levied from the date you move in, NOT from the date the Valuation Office makes the assessment or the date you receive your bill.

- 3) Get a survey/advice on the structure of the building either for purchase or when taking a lease. Get your solicitor to fully explain your responsibilities under the lease
- 4) If you are intending to occupy a new building make sure of the correct postal address. Ypu may have to get this from the Parish Council

## PLANNING THE MOVE

The timing of the move may be dependent on many factors

<ul style="list-style-type: none"><li>Do you need to sell your current premises before you can relocate?</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>Will the end of your lease set the deadline for your move to new premises?</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>Have you allowed sufficient time to resolve any planning issues? The Local Planning Authority may take 8 weeks, and sometimes more, from the date of registration (which may not be the date on which you delivered the application) to give a decision on any planning applications.</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>Do you need to produce a stockpile of products to satisfy customer demand during the move? If so how long will this take?</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>Is it easy to move existing equipment or do you need to arrange replacements</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>If you are moving to new built premises, inform British Telecom, or your provider, of all the new lines you will need, and the date when you wish them to be operative</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>Are you applying for any grant associated with the move, and do you need to have approval of the grant before committing yourself to the project? How long will this take? Almost all grant providers will not support a project if it has already commenced</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>Are there any alterations/decorations you need to carry out on the new premises and is it more cost effective to do this before moving in?</li></ul>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Actioned <input checked="" type="checkbox"/>

<ul style="list-style-type: none"> <li>• When do you plan to tell:</li> </ul>	<b>Date:</b>	<b>Actioned</b>
<ul style="list-style-type: none"> <li>○ Staff, (if they are not already aware of your plan)</li> <li>○ Suppliers</li> <li>○ Customers</li> <li>○ Insurers</li> </ul>		
<ul style="list-style-type: none"> <li>• When do you need to arrange:</li> </ul>	<b>Date:</b>	<b>Actioned:</b>
<ul style="list-style-type: none"> <li>○ Meter readings for old &amp; new utility service providers</li> </ul>		
<ul style="list-style-type: none"> <li>○ Notify <b>Electricity</b> supplier at old and new premises</li> </ul>		
<ul style="list-style-type: none"> <li>○ " <b>Gas</b> " " " " " "</li> </ul>		
<ul style="list-style-type: none"> <li>○ " <b>Water</b> " " " " " "</li> </ul>		
<ul style="list-style-type: none"> <li>○ " <b>Telephone</b> " " " " " "</li> </ul>		
<ul style="list-style-type: none"> <li>○ Inform NNDR of moving out and new address and date for moving in</li> </ul>		

## GUIDE TO USE CLASSES ORDER AND PERMITTED CHANGES OF USE

Use Classes Order 1987 (see note 1)	Use Classes Order 1972	Description	General Development Order 1988 (see note 5)
A1 Shops	Class I	Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, etc.  Pet shops, cats-meat shops, tripe shops, sandwich bars  Showrooms, domestic hire shops, funeral directors	NO permitted change
A2 Financial and Professional Services	Class II	Banks, building societies, estate and employment agencies  Professional and financial services, betting offices	Permitted change to A1 where a ground floor display window exists
A3 Food and Drink		Restaurants, pubs, snack bars, cafes, wine bars, shops for sale of hot food	Permitted change to A1 or A2
Sui Generis (see note 4)		Shops selling and/or displaying motor vehicles  Launderettes, dry cleaners, taxi businesses, amusement centres	Permitted change to A1  NO permitted change
B1 (a) Business  (b)  (c) (see note 2)	Class II   Class III	Offices, not within A2  Research and development, studios, laboratories, high tech  Light industry	Permitted change to B8 where no more than 235 m <sup>2</sup>
B2 General Industry	Class IV	General industry	Permitted change to B1 or B8 B8 limited to no more than 235 m <sup>2</sup>

B3-7 Special Industrial Groups	Class V-IX	Special industrial groups	NO permitted change
B8 Storage or Distribution	Class X	Wholesale warehouses, repositories	Permitted change to B1 where no more than 235 m <sup>2</sup>
C1 Hotels and Hostels	Class XI	Hotels, boarding and guest houses, hostels	NO permitted change
C2 Residential Institutions (see note 3)	Class XII Class XIV	Residential schools and colleges Hospitals and convalescent/nursing homes	NO permitted change
C3 Dwelling Houses		Dwellings, small businesses at home, communal housing of elderly and handicapped	NO permitted change
D1 Non- residential Institutions	Class XIII Class XV Class XVI	Places of worship, church halls Clinics, health centres, crèches, day nurseries, consulting rooms Museums, public halls, libraries, art galleries, exhibition halls Non-residential education and training centres	NO permitted change
D2 Assembly and Leisure	Class XVII Class XVIII	Cinemas, music and concert halls Dance, sports halls, baths, skating rinks, gymnasiums Other indoor and outdoor sports and leisure uses, bingo halls, casinos	NO permitted change
Sui Generis	Class XVII	Theatres	NO permitted change