

# Relocating Your Business ?

## A few things to consider:

**Location:** Is the new property meant to be just functional or to make a statement about the business - ie: modern, artistic etc

**Planning:** A1 A2, B1 or B2 , D1, D2 see [www.centre-p.co.uk](http://www.centre-p.co.uk)

**Relocation team:** Company secretary. Personnel secretary. Operations manager. Finance manager

## List of requirements:

How much office accommodation, industrial warehousing, outside parking, storage - inside/outside

Reception - with waiting room, reception desk?, Meeting facilities. Lorry turning/parking.  
Secured/fenced site. Noise generation

Floor loading (point loading), headroom, sub-station, lift, kitchen/staff catering, disability requirements...are they already in place?

Tinted glass-natural light. Drainage requirements. Moving costs. PC connections. Broadband. Must check BT line capacity (esp' in rural locations)

Telephone - possible number change, Furniture, Decorating, Window blinds, Air conditioning,  
Electric/gas supply - 3 phase electricity - how much power

Heating office / warehousing, water supply, parking, carpets, storage, rates, stationery, postage - letter collection, parcels etc, waste disposal

Proximity to shops, banks, schools.

Are you providing crèche facilities?

Must notify infrequent visitors / suppliers...e.g Annual professional insurance renewals, accountants, annual exhibition organisers..etc, cleaners

Advertising relocation...at time of move

Locally, nationally, internationally, marketing - brochures

**Business Rates:** We appreciate business rates are an important issue when considering relocating premises. We would recommend that you view two links on our website, which we have created for the benefit of all businesses.  
<http://www.centre-p.co.uk/Table2015.pdf> and <http://www.centre-p.co.uk/SBRRreportMARCH2014.pdf>

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Sugarswell Business Park, Shenington, Banbury, Oxfordshire OX15 6HW

**Signs:** On-site. On buildings. Within 3 miles. Flagpoles

**Employees:** Notice. Redundancy payments. Constructive dismissal. Break of employment contract.

Mobility clause in existing contract ? Mobility clause in new contracts, during next two years.

Mobility clause in contracts that may be renewed in next two years.

Paying for parking? ...for 1 month, three months, or for ever?

Do new staff know you are relocating....can they be taken on if location is vital, school hours, will staff be effected / longer childminding?

### **Possible Professional Advice**

Chartered Surveyors – Bankier Sloan

Solicitors

Building surveyor - to supervise possible new construction.

Civil Engineer - drainage, ground works

**Grants:** Availability

**Green travel to work plan:** Showers for those arriving by bike? Changing room ?

**Security:** Inside and out, on-site security guard - accommodation? Neighbouring properties. Vandalism

The above we hope provides a good starting point for you to consider when looking at the relocation of your business. Please do not hesitate to contact us if you require any further assistance regarding your potential move. We have had considerable experience in assisting companies undertake such projects.

**Ian B Sloan FRICS, Chartered Surveyor**

# **BANKIER SLOAN**

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