

Chelmsford Business Support Guide 2025



Supporting Business

Chelmsford's business community continues to demonstrate remarkable resilience and innovation in the face of evolving challenges. While cost pressures, supply chain adjustments, and skills shortages remain part of the landscape, there are clear signs of growth and new opportunities on the horizon.

At Chelmsford City Council, we are committed to supporting businesses in navigating these changes and seizing the possibilities ahead. By working closely with our partners and fostering collaboration across our local economy, we aim to create an environment where businesses not only survive but thrive.

Our focus is on building a stronger, more dynamic, and sustainable economy. We are here to support you in making the most of the resources, connections, and opportunities available in Chelmsford.

Inside this booklet, you'll find details of the comprehensive support we provide. Whether you're seeking advice on compliance, access to financial assistance, guidance to grow your business, or help in finding the right premises, our team is ready to assist.

Together, let's work toward a thriving and prosperous future for Chelmsford's business community.



Councillor Simon Goldman

Cabinet Deputy for Economic Development & Strategic Projects



Councillor Stephen Robinson

Leader of Chelmsford City Council

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Connect with us

investchelmsford.co.uk



@ChelmsCouncil
@Chelmsfordbusiness



@invest-chelmsford-business



Subscribe to our newsletter for Chelmsford business updates and signposting to funding, business support opportunities and events.

Economic Development

Chelmsford City Council's Economic Development team is here to support businesses of all sizes and sectors within the local authority area.

We are dedicated to driving initiatives that strengthen Chelmsford's economy, foster business growth, and create new opportunities. By promoting Chelmsford as a prime destination for investment, we aim to attract start-ups and support the creation of new jobs in the area.



Recognising that each business has unique needs, we provide tailored support to ensure you have access to the guidance and resources necessary to thrive. Working closely with local support providers and partners, we can connect your business with the right services and advice for success.

How We Can Help

- ➔ **Business Support** offering guidance and information across a wide range of topics
- ➔ **Signposting** connecting businesses to specialized support providers, including funding opportunities and financial advice
- ➔ **Training and Development** delivering business support programs locally and in partnership at the regional level
- ➔ **Property Search Assistance** helping businesses find commercial spaces for expansion or relocation
- ➔ **Business News and Updates** keeping you informed with the latest news through our e-bulletins and social media channels

Whatever stage your business is at, we are here to help you achieve your goals and contribute to a vibrant and prosperous Chelmsford economy.

Business Support Package

The Economic Development Team offers a comprehensive business support package to assist businesses during these challenging times.

For more information about the support available to businesses, visit investchelmsford.co.uk/business-support

Please contact the team if we can support your business

E economy@chelmsford.gov.uk

T 01245 606568

W investchelmsford.co.uk/business-support



Business Rates

What are business rates and how are they calculated?

Chelmsford City Council does not decide how much you pay in business rates. The rateable value is set by the Valuation Office Agency (VOA) and is generally based on your property's open market rental value. To understand why your property has a certain rateable value, please go to [gov.uk](https://www.gov.uk) and search: '**How business rates are calculated**.'

If you think your rateable value is too high, you will need to use a business rates valuation account to tell the VOA. Sign up at [gov.uk/business-rates-valuation-account](https://www.gov.uk/business-rates-valuation-account). You can also use this account to tell the VOA about changes to your property details (such as floor area sizes and parking). The VOA may accept your changes and update current and future valuations.

Business rates or non-domestic rates contribute towards local services. Local councils collect business rates and the Government shares out the business rates collected to councils and county councils according to their need. Chelmsford City Council receives about 4% of the amount it collects.

Further information about the business rates system is available at [gov.uk](https://www.gov.uk). There are a number of ways that a business rates bill may be reduced. Please visit our website [chelmsford.gov.uk/ratesrelief](https://www.chelmsford.gov.uk/ratesrelief) for the latest information about this.

For more information

E business.rates@chelmsford.gov.uk

T 01245 606805

W [chelmsford.gov.uk/businessrates](https://www.chelmsford.gov.uk/businessrates)

Commercial Recycling & Waste

All businesses have a legal responsibility to ensure all waste produced is contained and disposed of correctly. Chelmsford City Council provides a commercial recycling and waste collection service that could help your business save money and reduce your environmental impact. The service includes:

- ➔ Flexible contracts
- ➔ Free onsite waste audits
- ➔ Tailored collections

The Commercial Recycling and Waste Team have excellent local knowledge and an experienced and friendly collection team that can provide you with a reliable and professional service.

There is also some new legislation effective from 31st March 2025 called "Simpler Recycling" This legislation will change how businesses manage waste with the aim to improve recycling rates. Further information can be obtained from the DEFRA website gov.uk/guidance/simpler-recycling-workplace-recycling-in-england

For more information

E tradecollections@chelmsford.gov.uk

T 01245 615800

W chelmsford.gov.uk/trade





Procurement

Chelmsford City Council purchases a wide range of goods, services and works throughout the year, working with a variety of suppliers on both short and long-term contracts.

The Council procures its goods and services in a number of ways:

- ➔ Full tender (as prescribed by the Procurement Act 2023)
- ➔ Public sector frameworks e.g. Crown Commercial Services, ESPO
- ➔ Restricted quotations

A number of these procurements are run using Delta e-sourcing, an external electronic procurement portal.

To find out more go to delta-esourcing.com

Larger open procurement opportunities are publicised to prospective suppliers via the Central Digital Platform (CDP). Suppliers are able to sign up for alerts for relevant opportunities using this platform.

Opportunities may also be advertised via the Council's social media accounts on

X [x.com/chelmscouncil](https://twitter.com/chelmscouncil)

Facebook facebook.com/ChelmsCouncil

Chelmsford City Council is committed to using local suppliers and small and medium sized enterprises (SMEs) where possible, and to using its purchasing power to meet its social value objectives, including being carbon neutral by 2030.

For more information

E procurement@chelmsford.gov.uk

T 01245 615800

W chelmsford.gov.uk/procurement

Business Compliance

Chelmsford City Council's Business Compliance Officers and Environmental Health Officers work closely with businesses in Chelmsford to ensure that rigorous health and safety and food hygiene standards are met.

Food Safety

The team undertake food hygiene inspection, investigate food safety complaints and provide advice to new and existing food businesses. If you are starting a new food business online, at home or in a self-contained unit you are required to register

chelmsford.gov.uk/business/food-businesses/register-a-food-business

For more information, visit chelmsford.gov.uk/food

Health and Safety

The team investigates accidents, provides advice and registers those that undertake special treatments.

For more information, visit chelmsford.gov.uk/healthandsafety

Licensing & Registration

There are a number of activities that require licensing and/or a registration including: alcohol licensing; skin piercing and tattooing; animal licensing; taxi licensing; environmental permits; houses in multiple occupation; gambling licenses; charitable collections and small lotteries

For more information, visit chelmsford.gov.uk/licensing

For more information

E safe.support@chelmsford.gov.uk

T 01245 606606

W chelmsford.gov.uk/business

Planning

Chelmsford City Council's Planning Team want to make the planning process as easy as possible for you, whether you want to build from scratch, apply for a change of use, or make alterations to an existing building. We offer help to guide you through each stage of the process and provide you with high quality professional planning advice about:

- ➔ Whether you need planning permission
- ➔ The likelihood of your planning application being approved
- ➔ Any planning issues that you need to consider before you submit your application
- ➔ The information, forms, and documents you need to consider before you submit your application
- ➔ The information, forms, and documents you need to submit with your planning application to ensure it is valid

For more information about our planning area services and our planning advice fees please visit our Planning website

T 01245 615800

W chelmsford.gov.uk/planning-permission

Image courtesy of
FRONT. Architecture

Riverside Leisure Centre

Does your company employ at least ten people? If so, you could be eligible for discounted rates at our leisure centres.

Chelmsford City Council operates four leisure centres in the Chelmsford area including Riverside Leisure Centre, Chelmsford Sport & Athletics Centre, Dovedale Sports Centre and South Woodham Ferrers Leisure Centre.

Regular exercise is proven to improve productivity, reduce stress and reduce staff sickness. Our centres offer a fantastic range of facilities including swimming pools, state-of-the-art gyms and over 200 exercise classes per week.

Contact us to arrange a complimentary seven-day free trial for your employees or to talk to us about potential discounted rates

E ourchelmsford@chelmsford.gov.uk

T 01245 615079

W chelmsford.gov.uk/sportsmemberships



Hylands Estate Venue Hire



HYLANDS ESTATE

Discover the unparalleled charm of Hylands House and the contemporary elegance of the Grand Pavilion, set amidst breathtaking parkland. If you're in search of a truly remarkable venue for your business events, look no further.

- Company Away Days
- Go Ape Team Building
- Exhibitions & Trade Fairs
- Filming & Photography
- Hybrid Meetings
- Awards Ceremonies & Dinners



hylandsestate.co.uk | 01245 605500 | hylands@chelmsford.gov.uk

Civic Centre Venue Hire



- Located in the centre of Chelmsford, a one minute walk from the bus and railway station.
- Four fully accessible meeting rooms which range in size and can accommodate 10 to 200 people.
- All rooms are equipped with high specification audio visual equipment.



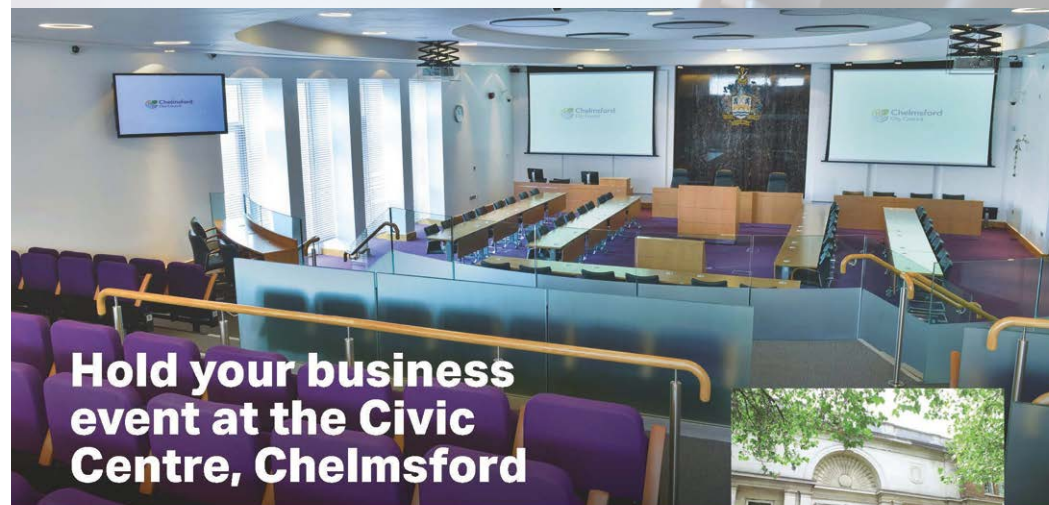
Visit chelmsfordcityvenues.co.uk/city-centre to make your booking.

Hold your business event at the Civic Centre, Chelmsford



The best choice of conference and meeting rooms in Chelmsford. We can accommodate a variety of requirements and budgets.

Contact us today
01245 606348 | venuehire@chelmsford.gov.uk



Shop LOCAL

Indoor Market
Tuesday to Saturday

Vintage Market
Thursday at the Indoor Market

High Street Market
Tuesday, Friday, Saturday & Sunday



☎ 01245 605716
✉ market@chelmsford.gov.uk
🌐 chelmsford.gov.uk › chelmsford-market



Fully funded support for your business in Chelmsford

Businesses drive our economy and communities forward - that's why the North Essex Economic Board (NEEB) has fully funded support programmes designed to help your business survive and thrive in Chelmsford and beyond.

How can your business benefit?



Digital Skills and learning



1:1 Advice with a Business Mentor



Dedicated Business Support



Finance & Debt support



Support with Carbon Reduction



Finding further support



Young Entrepreneurs Programme

NEEB is a partnership of Braintree, Tendring, Uttlesford, Maldon and Epping Forest and Harlow District Councils, Chelmsford and Colchester City Council and Essex County Council.

To find out more about fully funded support programmes from NEEB, visit www.NEEB.org.uk





Other Business Support Organisations

Anglia Ruskin University (ARU)

aru.ac.uk/business-employers

Offers a range of business and innovation support services that help organisations grow. ARU's dedicated support team are experts at connecting business to academic expertise and securing funding opportunities. Offering a wide range of short courses, including bespoke programmes and apprenticeship options to help you fill any skills gaps, and now with ARU Writtle we have an even broader range of expertise to help even more businesses to develop. Additionally, as part of Anglia Ruskin University, Arise Innovation Hubs - ariseinnovation.co.uk offer access to award winning facilities, world leading researchers, expert networks, internship and graduate talent to help grow MedTech or HealthTech businesses.

Backing Essex Business

backingessexbusiness.co.uk

Fully funded by Essex County Council and delivered by Let's Do Business Group, Backing Essex Business supports business growth across the county, providing up to 12 hours of free business advice including help to review and plan future finance needs. Backing Essex Business provides free training, courses, workshops, and webinars for Start-up and established businesses in Chelmsford.

Chelmsford College

chelmsford.ac.uk

The college works in partnership with businesses to support talent pipelines through its T-Level, Adult Courses and Apprenticeship Programmes. T-levels enable your business to support a learner with their 45-day placement which both aids your business's future skills needs and provides essential opportunities to help our students develop their professional skills and knowledge. If you want to grow your business with new staff, invest in and champion your current employees' raw talent or explore opportunities for your workforce to gain new skills, Chelmsford College can help.

Essex Chambers of Commerce

essexchambers.co.uk

Delivers local engagement, regional representation, and global opportunities. Constantly evolving to meet the ever-changing needs of business, they offer a varied range of business services, including networking, events & training, exhibitions, and policy & skills support. They provide international trade support including export documentation services, accredited export & import training, workshops, and advice & guidance.

Federation of Small Businesses (FSB)

fsb.org.uk

FSB offers its members a wide range of vital business services including advice, financial expertise, support, and a powerful voice heard in government. Alongside its membership benefits and services, the FSB offers a range of free support to all small businesses, including webinars, networking and guides.

Visit Essex

visitessex.com

Is the official tourism and destination management organisation promoting and developing tourism across the county. It is a membership organisation supporting and marketing businesses in the visitor economy.

Writtle College

aru.ac.uk/writtle-college/employers

Now a part of the Anglia Ruskin University (ARU), Writtle College is a long - established land-based college located in the outskirts of Chelmsford, with a long tradition of working with businesses on a local, regional and national level. The college provides a wide range of training and qualifications for the agriculture, horticulture, agri-tech, animal care, vet nursing and sports and leisure sectors. Catering for young people and adults alike, Writtle College offers accredited further education qualifications, apprenticeships, T-Levels, technical short courses and bespoke commercial training for businesses.



FREE SUPPORT FOR ESSEX BUSINESSES



About Backing Essex Business

Fully funded by Essex County Council and delivered by Let's Do Business Group, Backing Essex Business is here to provide help for your business to grow, through advice, access to business finance, and training.

We can provide business support to businesses all across Essex (Excluding Southend and Thurrock).

To find out more about how we can help your business, scan the QR code



HOW WE HELP BUSINESSES TO GROW



SUPPORT TO MEET YOUR BUSINESS NEEDS

From staffing to strategy or finances to marketing, we can offer up to 12 hours of free business support.



ACCESS BUSINESS FINANCE FOR GROWTH

We can help you to access vital business funding including business loans and business grants.



HELPING YOU FIND BUSINESS SOLUTIONS

Our experienced team of business advisors are here to help you overcome any barriers or difficulties your business is facing.



SKILLS DEVELOPMENTS AND ASSESSMENTS

We offer free skills assessments to help you identify skills gaps in your teams - helping you to upskill your employees, and get on the path to long term growth.



FREE PEER NETWORK PROGRAMME

The free Group2Grow Peer Network Programme has helped hundreds of businesspeople in Essex to learn new skills, make new connections, and gain the confidence to grow their business.



0800 970 8981



essex@ldbgroup.co.uk



www.backingessexbusiness.co.uk

Protecting you and your business

At the Federation of Small Businesses, we've supported small business owners like Ryan, to start, run and grow amazing businesses since 1974.

- ✓ FREE local and national networking events
- ✓ Legal support and tax protection
- ✓ 24/7 employment advice
- ✓ Built-in legal expenses insurance
- ✓ Exclusive discounts for members
- ✓ Access to over 1,500 legal documents and templates

Start your membership today.
Visit fsb.org.uk/join for more information.

Scan the QR code for more information



Ryan Jackson, OG Kicks

fsb⁵⁰
Federation of Small Businesses

Looking for innovative business support to help your business grow?

Anglia Ruskin University (ARU) can help. With campuses located in the centre of Chelmsford and Writtle we can offer you a variety of tailored business services designed to help you grow.

- **Contract research and consultancy**
- **Knowledge Transfer Partnerships**
- **Degrees at work**
- **Internships**
- **Live Briefs**
- **Temporary staff**
- **Jobs boards**

ARU can help with bespoke solutions in innovation, skills and talent, so whatever business support you need ARU can help.

Get in touch today: business@aru.co.uk

a.r.u. | Anglia Ruskin University

CHELMSFORD FOR YOU

Chelmsford For You is the city's Business Improvement District (BID) currently representing approx. 450 businesses.

Chelmsford For You supports its members in numerous ways, with a strong focus on:

- Enhancing Chelmsford's profile as a visitor destination.
- Increasing city centre footfall and dwell time.
- Working with partners to ensure Chelmsford is a safe, clean, green and welcoming place.

Funding comes from an annual levy which enables investment in and delivery of the city centre's programme of events and projects.

In 2024 projects included:

- The Chelmsford Takeover
- Concrete Canvas
- BID Business Awards
- Essex Podcast Festival
- Out Of This World
- Christmas Cabins

If your business is either under the threshold or outside of the BID area there are still ways to be involved.

With sponsorship opportunities for the 2025 events programme, plus the option to become an associate member and benefit from the full services Chelmsford For You offer.

INFO@CHELMSFORDFORYOU.CO.UK

Parking solutions for your business



Standard Season ticket

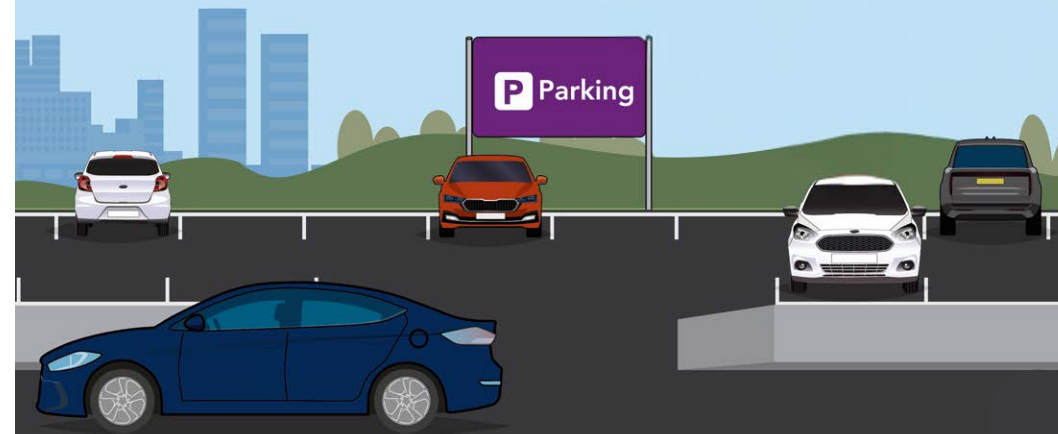
- Park in your car park of choice (eight options available).
- **From £105.42 per month.**
- Valid anytime seven days a week.

Annual 7 Season ticket

- Park in any one of seven of our car parks.
- **£105.42 per month.**
- Valid anytime seven days a week.

Evening Season tickets

- Park in any one of fourteen of our car parks.
- **From £20.83 per month.**
- Valid 5pm - 8am Monday to Friday and all day Saturday and Sunday



For more info
scan the QR code
or visit
chelmsford.gov.uk/season-tickets

Chelmsford Co-Working

Chelmsford offers a vibrant and diverse range of coworking spaces, catering to various needs and budgets. Options include hot desking, dedicated desks, private offices and meeting rooms.

Arise Innovation Hubs (Chelmsford)

Anglia Ruskin University, Alan Cherry Drive,
Chelmsford, CM1 1SQ
ariseinnovation.co.uk

Capital Space

Waterhouse Business Centre Chelmsford,
2 Cromar Way, Chelmsford, CM1 2QE
capitalspace.co.uk

CREATE Business Hub

40 Parkway, Chelmsford, CM2 7PN
createbusinesshub.co.uk

Croxton's Mill

Little Waltham, Chelmsford, CM3 2PJ
croxtonsmill.com

Mantle, Elizabeth House

Chelmsford, CM2 0DG
mantlespace.co.uk

Moulsham Mill

Parkway, Chelmsford, CM2 7PX
moulshammill.co.uk

Patch

5-6 Grays Yard, Springfield Road,
Chelmsford, CM2 6QR
patch.work

Vision Offices

Saxon House, 27 Duke Street,
Chelmsford, CM1 1HT
visionoffices.co.uk





the
coval

Brand New Serviced Office Space coming to Chelmsford

Looking for a modern and inspiring workspace?

Offering everything you need to work smarter and thrive – whether you're a freelancer, start-up, or growing business, *The Coval* is the perfect place to work, connect, and succeed.



Discover The Coval

- Flexible Licences: Work your way, with options that adapt to your needs
- Meeting Rooms for Hire: Impress your clients or collaborate with your team in our stylish, fully-equipped spaces
- Modern Office Environment: Experience a bright, attractive, and professional setting designed to boost productivity and creativity
- Central Location: In the heart of Chelmsford and right by the train station
- Office Space and Hotdesking available
- Dedicated business support

Let The Coval redefine how you work

To find out more, contact essex@ldbgroup.co.uk



In partnership with



“ As an Essex resident, Chelmsford was an obvious choice to start our business. As a thriving and growing city, it offers a dynamic mix of residents, students, and visitors, all of whom appreciate high-quality dining experiences. Its reputation as a vibrant food and drink destination made it the perfect place for us to bring our concept to life.

We've been able to access valuable business support programs such as Group2Grow – The Essex Peer Network Programme, which has provided excellent networking and mentoring opportunities. We've also taken advantage of finance courses by Backing Essex Business, which have helped us strengthen our financial planning and management. These initiatives have been instrumental in helping us grow sustainably and navigate the challenges of running a business.”

Max Lewis

Moto Pizza

Business Support Guide produced by

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Chelmsford City Council
Duke Street, Chelmsford,
CM1 1JE

E economy@chelmsford.gov.uk

T 01245 606568

W investchelmsford.co.uk



invest
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Chelmsford
City Council