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HARINGEY LIBRARIES

Business Lounge



Haringey Council

www.haringey.gov.uk

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Welcome



Finding the right information is a crucial part of starting and growing your business. This guide is a short introduction to the websites, books and databases available to help.

What can you do in the Business Lounge?

- Attend a free advice session with a business or marketing expert
- Meet other business people at our regular networking events
- Attend workshops on subjects such as self-employment and social media
- Research your market and your competitors
- Understand key financial and legal issues
- Book our glass room for a professional business meeting

The Business Lounge is free to use. We are located on the ground floor of Wood Green Central Library, five minute's walk from Wood Green tube station.

Anyone can become a member of the Business Lounge. You'll need to bring a proof of your signature and a proof of address from within the last three months.



Business Lounge opening hours

09.00 – 19.00 Monday – Friday

09.00 – 17.00 Saturday

12.00 – 16.00 Sunday

How to find us

The Business Lounge
Wood Green Central Library
High Road
London N22 6XD
Telephone 020 8489 4560
Email
business.lounge@haringey.gov.uk

Tube Wood Green (5 minutes) or
Turnpike Lane (10 minutes)

Bus routes 29, 67, 121, 123, 141, 144,
184, 221, 230, 243, 329, W3 and W4

To find out more visit
www.haringey.gov.uk/businesslounge

Business essentials

The Business Lounge stocks a range of general books on starting a business such as “How to start a business without any money” and “The Financial Times guide to business start up”. We also stock start up guides on specific sectors such as “Fashion entrepreneur: starting your own fashion business” and “Start and run a gardening business”.

COBRA

COBRA is a comprehensive information and research resource for anyone starting-up, running or managing a small business. COBRA can be used in the Business Lounge or at home. Login with your library card number at:

<http://haringey.cobwebinfo.com>

COBRA contains several thousand practical reports, guides and factsheets such as “20 tips to help you choose a business idea” (BIF059) and “A guide to choosing and registering a business name” (BIF368). It also includes useful industry profiles

covering everything from accountancy to hairdressing.

HMRC

The HMRC website has many useful guides for new businesses including a Starting Your Own Business e-learning course

<http://www.hmrc.gov.uk/courses/syob2/syob2/index.htm>

INTELLECTUAL PROPERTY

COBRA – “An introduction to intellectual property rights” (BIF012) is a good starting point. Other useful guides include “How to register a

trade mark” (BIF219), “How to apply for a patent” (BIF094) and “A guide to using copyright to protect your work” (BIF218).

Intellectual Property Office

Official government body responsible for granting Intellectual Property rights in the UK.

www.ipo.gov.uk

Email: information@ipo.gov.uk

Telephone: 0300 300 2000

Chartered Institute of Patent Attorneys

Professional and examining body for patent attorneys in the UK.

www.cipa.org.uk

Institute of Trade Mark Attorneys

Promotes high standards of training in the Trade Mark Attorney profession.

www.itma.org.uk

British Library Business & Intellectual Property Centre

Workshops and information on Intellectual Property and patents.

<http://www.bl.uk/bipc/dbandpubs/intpropres/index.html>

London Business Support Helpline

Advice and guidance for new and existing businesses in London

Tel: 0300 456 3565

Chartered Institute of Patent Attorneys

www.cipa.org.uk

Institute of Trade Mark Attorneys

www.itma.org.uk

Registering a business

When you start a new business it is important to decide which legal status it will have and consider the issues involved, including tax implications. The main options available are sole trader, partnership and limited company.

COBRA – there are a number of guides on different company types. A good general introduction is “Choosing the right legal status for your business” (BIF032)

National Business Register

Advice and support on starting up a business – charges for some services.

Tel: 0800 069 9090

www.start.biz

Enterprise Quest

Tips and advice for small business and home business owners.

www.enterprisequest.com

HM Revenue & Customs

Good starting point for business start-ups.

www.hmrc.gov.uk/startingup

Companies House

File your annual return and company accounts and search for other companies.

www.companieshouse.gov.uk

“Are you thinking of working for yourself?” leaflet (HMRC)

Useful guide covering the financial implications of registering a business.

www.hmrc.gov.uk/leaflets/se1.pdf



GRANTS AND RAISING FINANCE

The Business Lounge stocks books such as “The complete fundraising handbook” and “Finance for small business”.

COBRA – “A guide to applying for grants for smaller firms” (BIF369) and “A summary of government financial support for business” (BIF463)

National Enterprise Network

Membership body representing the enterprise support sector in England.

www.nationalenterprisenetwork.org

Better Business Finance

Provides impartial information and support to businesses and entrepreneurs looking to develop and grow.

www.betterbusinessfinance.co.uk

Grantnet

A straightforward, free-to-use service designed to help groups and small businesses find suitable funding.

www.grantnet.com

Company Partners

Aims to bring people with business ideas together with investors and mentors.

www.companypartners.com

Skills Funding Agency

Funds skills training for further education in England.

<https://www.gov.uk/government/organisations/skills-funding-agency>

Arts Council England

Invests money from government and the National Lottery in arts and culture across England.

www.artscouncil.org.uk

How to write a business plan

Writing a good business plan is crucial when starting a business. A viable business plan can be vital for raising finance and to demonstrate the business is realistic and workable.

The Business Lounge stocks a number of useful books covering writing a business plan including “The business plan workbook”, “How to prepare a business plan” and “Brilliant business plan”.

COBRA - “A guide to writing a business plan” (BIF004) is another good starting point. Another relevant guides include “How to forecast sales” (BIF236) and “How to forecast cash flow” (BIF058).

The Start Up Donut

Useful introduction to writing a business plan.

<http://www.startupdonut.co.uk/startup/business-planning/writing-a-business-plan>

MARKETING AND PR

The Business Lounge stocks a number of books on marketing including “Small business marketing bible”, “Bootstrap marketing” and “The ultimate small business marketing book”.

COBRA – “A guide to developing a marketing plan” (BIF044) and “A guide to creating a marketing strategy for your business” (BIF392).

The Chartered Institute of Marketing

Leading professional marketing body.
www.cim.co.uk

The Chartered Institute of Public Relations

Supporting the public relations profession with regular events.
www.cipr.co.uk

TAX AND BOOK-KEEPING

The Business Lounge stocks “Understanding tax for small businesses”.

COBRA – Contains a number of useful guides on tax including “An introduction to tax, National Insurance and VAT” (BIF015), “An introduction to tax allowable business expenditure” (BIF244) and “A guide to tax self-assessment for the self employed” (BIF264).

Practical book-keeping guides on COBRA include “A guide to keeping sales and purchase ledgers” (BIF024) and “A guide to keeping a manual cash book” (BIF030).

HM Revenue & Customs

The government department responsible for the collection of tax.

Tel: 0300 200 3504 (Helpline for the newly self-employed)

Tel: 0300 200 3211 (Helpline for new employers)

Tel: 0300 200 3700 (VAT enquiries)

Tel: 0300 200 3200 (Employer enquiries)(0300 numbers are charged at standard national rate from landlines and mobiles)

Tax Aid

Charity which helps people on low incomes with their tax affairs
www.taxaid.org.uk

Institute of Chartered Accountants in England and Wales

Professional membership organisation of over 140,000 chartered accountants.
www.icaew.com

The Association of Chartered Certified Accountants

The global body for professional accountants.
www.acca.org.uk

Employing and training staff

COBRA – “An introduction to recruiting staff” (BIF036), “An introduction to employing part-time staff” (BIF129) and “A guide to conducting staff appraisals” (BIF020).

National Apprenticeship Service

Information on types of apprenticeships and how to apply.
www.apprenticeships.org.uk

National Careers Service

Provides information, advice and guidance on learning, training and work opportunities.
<https://nationalcareersservice.direct.gov.uk>

Acas

Provides information, advice, training and conciliation for employers and employees.
www.acas.org.uk
Tel: 08457 47 47 47

Chartered Institute of Personnel and Development

Professional association for human resource management professionals with over 130,000 members.
www.cipd.co.uk

Market research

Market research can provide an insight into consumer demand as well as wider trends taking place.

Key Note reports – The Business Lounge contains nearly 100 detailed Key Note market research reports on a wide range of topics, from chilled soups to jewellery.

COBRA – contains a large number of “Business Opportunity Profiles” on a range of different markets, regularly updated as well as more general

reports such as “A checklist for start up market research” (BIF185).

The Market Research Society

Leading authority on research and business intelligence.

www.mrs.org.uk

Health and safety

COBRA – “An introduction to health and safety regulations” (BIF002), “A guide to carrying out a health and safety risk assessment” (BIF289) and “A guide to first aid requirements in small businesses” (BIF181).

Health and Safety Executive

Health and safety links and guidance for businesses.

www.hse.gov.uk/business

“Health and safety made simple” guide (HSE)

Basic health and safety guidance for businesses.

www.hse.gov.uk/pubns/indg449.pdf

“Five steps to risk assessment” guide (HSE)

Practical guide to conducting a risk assessment.

www.hse.gov.uk/pubns/indg163.pdf

TRADING REGULATIONS AND DATA PROTECTION

COBRA – “A guide to the Data Protection Act 1998” (BIF003).

Information Commissioner’s Office

UK’s independent authority to uphold information rights in the public interest.

www.ico.org.uk

Haringey Council

Information on trading standards, planning permission and business rates.

www.haringey.gov.uk/business

EXPORTING AND IMPORTING

COBRA – “An introduction to exporting for the first time” (BIF128), “An



introduction to importing for the first time” (BIF202) and “A guide to government support for exporters” (BIF235).

“Starting to export” guide

Basic introduction to exporting.
<https://www.gov.uk/starting-to-export>

The Institute of Export

Professional body representing international trade.
www.export.org.uk

UK Trade Information

Records the movement of goods between the UK and both EU and non-EU countries.
www.uktradeinfo.com

UK Trade & Investment

Helps UK based businesses succeed

in international markets through exports.
www.ukti.gov.uk

UK Export Finance

UK’s export credit agency, helping exporters and investors.
<https://www.gov.uk/government/organisations/uk-export-finance>

Open to Export

Free online community for UK companies looking to grow internationally.
<http://opentoexport.com/>

Export for Prosperity

Profiles export markets and highlights opportunities for British companies.
www.exportforprosperity.com

Franchising

Franchising can include buying into an existing, successful business model or franchising out your own successful model. The franchise industry turns over nearly £14 billion per year in the UK alone and employs over 500,000 people.

The Business Lounge stocks “The franchising bible”.

COBRA – “An introduction to buying a franchise” (BIF071) and “An introduction to franchising your business” (BIF131).

The British Franchise Association

Promoting and accrediting excellence in franchising.

www.thebfa.org

Franchise World

Online version of the longest running franchise magazine.

www.franchiseworld.co.uk

Franchise Development Services

Information on UK and international franchising.

www.fdsfranchise.com

Whichfranchise.com

Franchise opportunities from the British Franchise Association.

www.whichfranchise.com



Franchise Info

Information on franchise exhibitions and franchising opportunities.

www.franchiseinfo.co.uk

Franchise Direct

Directory of business franchises for sale.

www.franchisedirect.co.uk

The UK Franchise Directory

Franchising news and opportunities.

www.theukfranchisedirectory.net

Buying an existing business

Buying an existing business

COBRA – “A guide to buying a business” (BIF120) and “A guide to buying a shop” (BIF050).

Daltons Business

Comprehensive listings of businesses for sale.

www.daltonsbusiness.com

Right Biz

Businesses for sale marketplace.

www.rightbiz.co.uk

Business Route

Businesses for sale by category and location.

www.businessroute.co.uk

SOCIAL ENTERPRISE, GREEN AND ETHICAL BUSINESS

COBRA – “A guide to support for social enterprise” (BIF442).

Business in the Community

Campaigning organisation supporting positive change through business.

www.bitc.org.uk

Community Development Finance Association

Members lends money to businesses who struggle to get funding from high street banks.

www.cdfa.org.uk

Bridges Social Entrepreneurs Fund

Provides tailored funding for fast growing social enterprises.

<http://www.bridgesventures.com/bridges-social-entrepreneurs-fund>



The Social Enterprise Loan Fund

Provides loans to charities and social enterprises, especially those working in disadvantaged communities.

<http://www.tself.org.uk/>

London Rebuilding Society

Social enterprise that specialises in creating innovative forms of finance which benefit local communities and the environment.

<http://www.londonrebuilding.com/>

Big Issue Invest

One of the UK's leading providers of finance to social enterprises, charities and businesses that are socially driven.<http://www.bigissueinvest.com/>

YOUNG PERSONS' BUSINESS START-UP HELP

COBRA – "A guide to starting a business while under 18" (BIF285)

Prince's Trust

Run an enterprise programme providing money and support to help young people start up in business.

www.princes-trust.org.uk

Bright Ideas Trust

Start-up loans and training for young entrepreneurs in London.

<http://www.brightideastrust.com/>

Shell LiveWIRE

Offers free information and advice to anyone aged 16-30 interested in starting their own business or exploring their career options.

www.shell-livewire.org

Email: enquiries@shell-livewire.org

Business: The Basics

Sources of business support in Haringey: borough-based organisations

639 Centre

Advice, guidance and support on all aspects of setting up a business. The 639 Centre is located on Tottenham High Road and also provides affordable working space for businesses.

639 High Road, Tottenham, N17 8AA
Tel: 020 8619 1070

www.639centre.com

Haringey Adult Learning Service (HALS)

Offer a range of business and work skills courses including Business Finance and Business Startup. Some courses free for adults claiming Jobseeker's Allowance.

Wood Green Library, High Road, Wood Green, N22 6XD
Tel: 020 8489 2500

Email: hals@haringey.gov.uk
www.haringey.gov.uk/hals

London Youth Support Trust

Advice and premises for 18-30 year olds.

Tottenham Green Enterprise Centre,
Town Hall Approach Road, N15 4RX
Tel: 020 8885 4920
www.lystbusiness.com

Collage Arts

Advice and networking for the creative sector.

The Chocolate Factory 2, 4 Coburg Road, Wood Green, N22 6UJ
Tel: 020 8365 7500
www.collage-arts.org

Chocolate Factory

Artist workspace.
The Chocolate Factory, Clarendon Road, Wood Green N22 6XJ

Tel: 020 8881 8177
www.chocolatefactorywoodgreen.
co.uk

Small Business Network

Support and networking for sole traders, online and home based businesses.

Barnard Hill, Muswell Hill N10 2HB
Tel: 07984 930124

Email: info@smallbusinessnetwork.
biz

www.smallbusinessnetwork.biz

Haringey Council

Information on licensing, regulations and commercial properties

Email: economic.regeneration@
haringey.gov.uk

www.haringey.gov.uk/business

North London Chamber of Commerce

Represents business in Haringey,

Enfield, Barnet and Waltham Forest

Tel: 020 8443 4464

Email: chamber@nlcc.co.uk

www.nlcc.co.uk

HARINGEY TOWN CENTRE NETWORKS

The Crouch End Project

Information, promotions and events for Crouch End.

www.thecrouchendproject.co.uk

Harringay Traders Association

Information on businesses on Harringay Green Lanes.

www.harringay4shops.com

Tottenham Traders Partnership

Works to promote businesses in Tottenham.

www.tottenhamtraders.co.uk

Libraries in Central London

British Library Business & IP Centre

Excellent business centre providing business advice, support and workshops.

96 Euston Road, London NW1 2DB

Tel: 020 7412 7901

www.bl.uk/bipc

City Business Library

Offers a wide range of business events and workshops.

Guildhall, Aldermanbury, London
EC2V 7HH

Tel: 020 7332 1812

Email: cbl@cityoflondon.gov.uk

<http://www.cityoflondon.gov.uk/business/economic-research-and-information/city-business-library/>



