



**LOVE BARNSELEY
TOWN CENTRE**

Be Proud. Be Barnsley.

WELCOME TO BARNSELEY

A Guide for Businesses!

EXISTING OR NEW

**TAKE A PEEK AT
WHAT'S INSIDE:**

We are delighted you have chosen Barnsley to locate or expand your business and we look forward to working with you in creating a trading environment which will help your venture prosper.

BARNSELEY MARKETS

VALUE · QUALITY · TRADITION

Barnsley Metropolitan Council acknowledge that Barnsley relies on businesses, residents and others working together to keep our towns vibrant, so that Barnsley is a location people want to live, visit and support.



Barnsley Council aim to deliver a series of initiatives and services that will raise the profile of Barnsley to create an attractive flourishing business environment, attract more visitors and encourage them to explore all its facilities.

We have collated information and links to various resources which are available for you as a Barnsley business, which you may find useful, whether you are an existing businesses or just starting out.



Don't forget, if you have any questions, do not hesitate to contact us at: TownCentre@barnsley.gov.uk

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Better Together

Keep informed, be heard, get involved

Talking to other businesses is a great way to get advice and guidance for free. It's also a good way for you to make new connections and share your own expertise with others.

Barnsley Council host a quarterly Retail & Hospitality Forum session, for informative talks on issues facing businesses, these are currently taking place virtually, but we are hoping to re-start the networking event very soon.

If you would like your business to host a networking event please contact:
TownCentre@barnsley.gov.uk

Facebook - Barnsley Town Centre Retail & Hospitality Forum

Why not join the private business Facebook group which supports the Barnsley Town Centre Retail & Hospitality Forum, includes communication on town centre marketing, key messages, training opportunities, business to business communication and town centre events. It is also linked to the Love Barnsley Town Centre Facebook page which is a platform to promote the town centre offer.



Facebook/Twitter- Love Barnsley Town Centre

Love Barnsley Town Centre's public Facebook page welcomes content from town centre businesses wishing to promote themselves, please send any information and images you would like for us to include, and we will publish your content on to the page, email TownCentre@barnsley.gov.uk



Barnsley Town Centre Retail & Hospitality Newsletter

Town Centre Services publish a bi-monthly e-newsletter detailing the latest news on Barnsley town centre, including footfall, key messages, events, and activities.

If you would like to receive a copy of the newsletter or would like to provide content, please let us know, email TownCentre@barnsley.gov.uk



Whats Happening Now?

Ongoing Projects

[Eldon Street Heritage Action Zone \(HSHAZ\)](#)

Revitalising Barnsley's historic Eldon Street, the main gateway from the railway and bus station to the town centre.

With a four year partnership with [Historic England](#), the fund will make a significant difference, improve the appearance of buildings, bringing activity back to the street. The project will contribute to a sustainable model for future growth and development of the high street and wider town centre.

[The Glass Works](#)

The Glass Works is transforming Barnsley town centre, the project brings shopping, dining, leisure and much much more!



The first phase of the £200m development is now complete. Barnsley Market moved into the The Glass Works in 2018. The following year, we saw the opening of the Library @ the Lightbox and Market Kitchen open. Market Kitchen is now open 7 days a week, late opening for food and drink.

The final phase will bring in new shops, leisure venues, such as Superbowl and 13 screen Cineworld Cinema and food outlets, plus upto 670 car parking spaces to the town centre. [Click here](#) to take you to The Glass Works website.

[Digital Media Centre Expansion](#)

Following significant growth in the last 3 years, the Digital Media Centre (DMC 01) is kicking off it's expansion with DMC 02, which will help create over 100 digiitally skilled jobs in the local economy

Outdoor Promotional Space

Why not promote your business by booking an outdoor pitch, we have various promotional spaces situated around the pedestrianised retail core of the town centre. Discounted rates can be negotiated for town centre businesses wishing to run a promotional campaign.



Promote your business through leafleting, flyers or any other other printed format. Leafleting promotions are allocated roaming locations only, the use of promotional equipment which require a stationary set-up, will require you to book an outdoor pitch.



Please Note - there is no power available at any of the outdoor promotional spaces; and the use of generators will require permission from us prior to booking.

How to Book Promotional Space

- In this first instance we would recommend you contact us by telephone or email to discuss your requirements, should you already have a date in mind we can make you a provisional booking.
- Simply complete the booking form we send you, and return with any supporting documents required.
- We may ask you for additional information such as a risk assessment if your event is particularly large or complex.
- Finally we will issue you with a formal written consent and permit and your good to go!

Contact Markets & Town Centre Services:

- **01226 772239**
- **TownCentre@barnsley.gov.uk**

Charitable Street collections

Any person applying for a street collection license to collect in Barnsley town centre must obtain permission from Town Centre Services, email:

TownCentre@barnsley.gov.uk

Under the [Police, Factories etc. \(Miscellaneous Provisions\) Act 1916](#), any organisation or person wanting to hold a street collection for a charitable purpose must be in possession of a permit at the time the collection takes place.

We will only grant licences where we are satisfied that applicants are fit and proper persons to make such collections

How to apply

Provide proof of identification together with proof any authorisation from the charity who is benefiting.

Online - you can [apply for a licence on the GOV.UK website](#). You'll need to upload a copy of your [application form](#) when you do this.

Post - You can download and print our application form and post it, along with any accompanying documents that are required to: Barnsley Metropolitan Borough Council, Licensing, Legal Services, PO Box 634, Barnsley, S70 9GG

What happens next

Upon receipt of an application consultations takes place with the police, and in certain cases the charity commissioners. We aim to process the application within 14 days.

A [statement of return](#) must be submitted within 30 days of the expiry of the licence. If you licence is for a period greater than 3 months, a statement of return must be submitted, ideally after each collection, but at least every 3 months.

You'll only be granted a licence if we are satisfied, that you are the fit and proper individual to make such collections.

Collections from public houses

A licence is required for collections from public houses where money is involved. However if receptacles are left at a number of public houses and collected at a later date, no licence is needed.

FOR FURTHER DETAILS [CLICK HERE](#)

Licences for Street Cafes

If you own a cafe or restaurant in Barnsley and want to place tables, chairs and other furniture on the pavement outside the premises for customer use, you'll need a licence

If you intend to serve alcohol outside, you'll need to speak to one of our Licensing Officers on 01226 773555.

Apply for a licence

You can apply by [completing our form](#), and returning it to roads@barnsley.gov.uk or Barnsley Metropolitan Council, PO Box 601, Barnsley, S70 9FA

Before you apply. ([Please read our guidance notes](#))

You'll need to provide a plan of the premises, copies of any relevant planning permission, and details of any interested parties.

The cost of licence is £452, which includes the cost of two highway inspections. The annual renewal cost is £225. We'll invoice you for this amount, which you can [pay by debit or credit card](#).

What happens next

When we receive your application, including any additional information we've asked for, we'll consult the police and emergency services.

This consultation period and the issuing of the licence can take up to 12 weeks, from the time we receive all your paperwork.

Temporary pavement cafe licence due to COVID-19 (coronavirus)

Businesses can apply for a temporary cafe consent. This is intended to help get businesses back up and running during the COVID-19 (coronavirus) pandemic, this will:

- Last until 30 September 2021
- Allow businesses to place table and chairs on the pavement for business use (if you wish to serve alcohol you should contact our Regulatory Service team on 01226 773555)
- Cost £100 (payment for permission to be granted)
- Do not need planning permission or scaled architectural plans

For full details: [click here](#)

Business Rates

Business Rates or (non domestic rates) are a tax on business properties, such as shops, offices, factories, pubs and warehouses

Anyone using a building or part of a building for non domestic purposes has to pay business rates to their local council.

A proportion of the business rates we collect, together with revenue from council tax payers, government grants and other monies, is used to pay for the services we provide.

Reductions and Reliefs

Some properties are eligible for discounts on their business rates ; these are called 'business rates reliefs' - [read about the available reliefs, including how to apply](#).

Change in details, moving premises, or change in circumstances

If you need to tell us about any changes, please [click here](#)

How to pay your Business Rates

You will receive a bill for your business rates in March each year for the financial year ahead (1 April to 31 March)

Direct debit is the easiest way to [pay your bill](#). You can choose whether to pay your bill on the 5th, 12th, 18th or 25th of each month.

You can also make automated payments by debit or credit card.

If your account is in credit, you can claim a refund, but we will only refund any credit if you do not owe any other amounts of business rates. [Claim a refund](#)

[Sign up online](#) to view your business rates account online

For further information on business rates: [click here](#)

Business Waste Collections

If you run a business in Barnsley we can help you recycle your waste and save money. We can offer you a regular, reliable service at competitive rates and with fixed priced contracts.

Set up a business waste collection

You can use our online form to set up a normal waste collection. You can also use it to ask about our pre-paid bag service. We can:

- Collect your waste
- Recycle your waste paper and cardboard, reducing your waste disposal costs.

Request a new business waste collection: [click here](#)

What it costs

Waste collection costs vary depending on the size of your containers and where your business is located in the borough, check what band you are in by clicking on the link at the bottom of this page.

Once you know the location band your business is in, take a look at the container sizes and charges to see how much collections cost. We can also give you a quote when we visit your business premises to discuss your needs..

The link below will give you the information required on the containers we provide, and commercial charges for weekly, fortnightly and monthly collections as well as recycling charges:

Link to: [costs and types of containers](#)

Useful Links

- [Re-order pre-paid bags for business waste](#)
- [Cancel or change your contract with us](#)
- [Spillages of business waste](#)

Email at: commercialwaste@barnsley.gov.uk

SUPPORTING RECOVERY & GROWTH

Available to all Barnsley Businesses



- Register to accept the Barnsley Gift Card
- Fully funded (FREE to participate)
- Works on your existing card terminals
- Receive the full value of money
- Secured by MasterCard
- Dedicated website www.barnsleycard.com
- For further information and to register on to the programme, contact us by email at: TownCentre@barnsley.gov.uk

- App-less mobile ordering platform
- Table service, click & collect and delivery
- Quick and easy set up
- Standard service package is FREE
- Cost per transaction applies
- For more details and interest to register: [click here](#)

yoello
Order & Pay



- Register to an online Marketplace
- Fully funded (FREE)
- Offering a click & collect and home service
- Businesses receive full value of sales, no commissions taken
- Training and Support provided on request
- Direct business support provided
- For further information and [registration](#), visit: [ShopAppy Barnsley](#)

- Mi Rewards is a loyalty programme where customers are automatically rewarded
- Fully funded (FREE to participate) [Register](#)
- No staff training, hardware or software required
- Register and reward your customers with a chance of winning one of our monthly prize draws
- Receive monthly analysis of customers and comparisons
- For more information and to register, contact: TownCentre@barnsley.gov.uk

MI REWARDS

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MI REWARDS

Business Support



Enterprising Barnsley aims to support Barnsley based businesses growth plans by offering a wide range of services to businesses that are looking to start-up, expand, invest and relocate.

Over the years Enterprising Barnsley has helped to create 340 businesses, support 1,600 companies, attract 40 companies to relocate, and expand and create over 4,000 jobs. With a business survival rate that exceeds the national averages, the tailored business support offered through Enterprising Barnsley helps to increase skills, attract investment and improve business sustainability

As the economic development arm of Barnsley Council, the award winning Enterprising Barnsley team offer support with:

- [Access to Finance](#)
- [Recruitment and Training](#)
- [Supply Chain and Export](#)
- [Accessing Council Services](#)
- [Property Finder](#)
- [Local Events](#)



Launchpad Barnsley exists to support anyone starting a business in Barnsley, and can work with you right from the idea stage to the first three years of trading. Here is some of the support offered:

- A dedicated business advisor right from the first appointment
- A bespoke package of support tailored to your needs
- Weekly workshops on key business topics to help you get started. These cover all the essentials of business planning, marketing, tax and bookkeeping etc.
- A range of workshops on specialist topics like social media, websites, accountancy etc.
- Monthly networking events
- Opportunity to get involved in the annual Launchpad Awards
- Based at the Digital Media Centre, with a fixed central location in a dedicated enterprise hub, close to transport links and parking

For more information visit: [Launchpad Barnsley](#)

Email Enterprising Barnsley at: Investment@barnsley.gov.uk

Live chat service available through the website, visit: [Enterprising Barnsley](#)

SAFER BARNLSLEY



Joining Forces brings together key members of staff from the council and South Yorkshire Police. South Yorkshire Police's safer Neighbourhood Service, along with our parking service, markets and Town Centre Services are based in The Glass Works. This allows the delivery of our partnership approach from a central location at the heart of the town centre. You'll see more uniformed services under the Joining Forces banner, reflecting our joined up approach to improve security and safety, as well as providing security reassurance, support and advice.

Town Centre Wardens

The Town Centre Wardens provide a high visibility presence on a daily basis, they provide an ambassador role giving a welcome face to support and direct visitors to Barnsley town centre. The wardens focus on dealing with community safety issues, engaging with those involved in anti-social behaviour, environmental crime and identifying those responsible.

South Yorkshire Police

When to call 999

- When there is a threat to life
- Violence to a person or damage to a property is imminent
- A serious offence is actually in progress
- A suspected offender is still at the scene of the crime
- When any delays in reporting the incident may prevent the apprehension of an offender
- When serious disruption to the public is currently taking place or is likely to take place

When to call 101

- To report a crime that is not currently taking place and the offender is no longer present
- Where your call is a routine enquiry
- To make an appointment to attend an enquiry desk
- Requests for advice or provide information
- Lost and found property enquiries

Report an incident online

- Alternative to 101 to report non-emergency incidents
- [South Yorkshire Police's online portal](#)

DIGITAL RADIO HIRE

BRAC

BARNESLEY RETAILERS AGAINST CRIME

Shop and pubwatch scheme with Barnsley Council & South Yorkshire Police

Barnsley Retailers Against Crime is an organisation designed to aid in the reduction of crime. Working in partnership with Barnsley Council, South Yorkshire Police, SentrySIS and MRS Communications, the main aim is to reduce crime and anti-social behaviour in Barnsley.

BRAC helps bring all types of businesses together with the Police, Local Authority and CCTV monitoring to support each other in reducing business crime and anti-social behaviour in Barnsley. This helps create an awareness by warning members of prolific local offenders by utilisation of a radio network, intelligence meeting's and an online briefing and intelligence platform which all members can view and communicate on.

MEMBERSHIP PACKAGE

Hire a digital and secure radio from MRS Communications Ltd to Join Forces with the Town Centre Wardens and to gain direct contact with the South Yorkshire Police CCTV suite to take advantage of the new, high definition CCTV system in town centre. All the Local Authority town teams are utilising the platform and future events will be operated using this single, digital, secure platform and this will supersede existing networks.

The membership to the continuing growing network is **£10 per week**, providing you with un-restricted access to all of the above and advanced information sharing with key agencies in the town centre

HOW TO JOIN

Send your company name, contact name, address, telephone number and email address to: Steve Butler, telephone: 07792 846280 or email:

barnsleyradionetwork@gmail.com

Key Contacts

Service

Further information and contact

Busking

01226 772239

TownCentre@barnsley.gov.uk

Code of Conduct

Business Support

01226 491421

Barnsley Chamber of Commerce

Courses for Businesses

COVID-19 Support

Advice for licensed premises

Enterprising Barnsley.

Support for businesses

Events

Events in Barnsley.

Food Business

Registering a food business

Food hygiene regulations

Food Hygiene ratings

Food premises licence

Food safety inspections

Licensing

Skip Operators

Scaffolding and Hoardings

Personal licence (alcohol).

Premises licence

Taxi licence

Second hand goods licence

Tattooist, piercing and electrolysis

Temporary events notice

Planning and buildings

[Adverts and signs](#)

[Planning applications for businesses](#)

Roads and parking

[Public notices](#)

[Drainage and flooding](#)

[Gritting](#)

[Car parks and on street parking](#)

[Parking fines and enforcement](#)

Safety and Crime

[Hate and harassment](#)

[Barnsley Safe Places](#)

[Public Space Protection Order \(PSPO\)](#)

[Street Drinking](#)

Streetcare and Cleaning

[Graffiti](#)

[Road spills and debris](#)

[Public toilets](#)

[Fly tipping](#)

[Litter](#)

[Discarded needles and syringes](#)

[Fly Posting](#)

Street Displays & advertising boards

[Guidelines for street displays](#)

Street lighting

Emergency only 01226 773555

[Street lights and illuminated bollards](#)

Trading Standards

[Trading Standard Laws Explained](#)