

This event is organised by HM Revenue & Customs

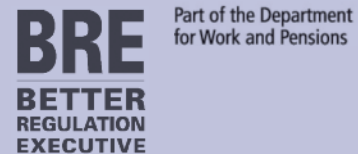
Organised by HM Revenue & Customs' Business Liaison Team, Business Advice Open Days are a unique opportunity for you to obtain all the quality advice and information you need to run your business successfully.



The National Programme of Business Advice Open Days is sponsored by Business Link

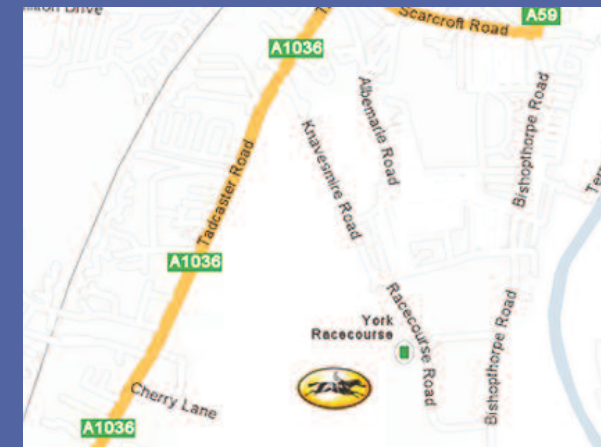
## BUSINESS ADVICE OPEN DAY

In partnership with...



Exhibiting at the event:

- HM Revenue & Customs
- Business Link
- HM Government
- Age Positive
- Intellectual Property Office
- PRIME
- Environment Agency
- Companies House
- Jobcentre Plus
- Institute of Payroll Professionals
- Better Regulation Executive
- NetRegs
- Health & Safety Executive
- UK Trade and Investment
- British International Freight Association (BIFA)
- Leeds, York and North Yorkshire Chamber of Commerce
- Federation of Small Businesses
- Science City York
- Visit York (Tourism)
- Environmental Health & Trading Standards
- SITPRO
- Envirowise
- ACAS
- York Business Advice Centre (YBAC)



# Free Business Advice Open Day

The Business Advice Open Day is being held at:  
York Racecourse, Knavesmire Rd,  
York. YO23 1EX  
Tel 01904 638 971  
Website: [www.yorkracecourse.co.uk](http://www.yorkracecourse.co.uk)

## YORK RACECOURSE

### Directions to York Racecourse

#### By car

York Racecourse is just outside the City of York with good motorway links on the M1 and A1. Once near the city, from the south, east and west the A64 and A1036 are the roads to follow. From the north, use the A19 and A59, then the York Ring Road to avoid the city centre.

York Racecourse is located off Tadcaster Road, follow this in to Knavesmire Road, the bend at the bottom changes into Campleshon Road. This is the racecourse perimeter.

#### Parking

FREE car parking is available on surrounding roads and in the overflow car parks.

On the right just before the white pillared building is the signed main entrance. This is also the taxi drop off and collection point, the pedestrian entrance for events.

#### By rail

Call Railtrack on 08457 484950 or log onto [www.thetrainline.com](http://www.thetrainline.com)

#### By bus

Bus Services information at [www.getdown.org.uk](http://www.getdown.org.uk)

Customer refreshments will be available for purchase.



**THURSDAY 25TH MARCH 2010**  
EXHIBITION: 09.00 - 16.15 SEMINARS 09.15 - 16.00

Please visit [www.businesslink.gov.uk/advisedays](http://www.businesslink.gov.uk/advisedays) to book your seminar places or alternatively complete this form and return by fax on 0164 27 55214 or post to:

Business Liaison Team  
HM Revenue & Customs,  
2 Broadway, Broad Street,  
Birmingham B15 1BG.

Tel: 0845 603 2691  
Email: [open.days@hmrc.gsi.gov.uk](mailto:open.days@hmrc.gsi.gov.uk)

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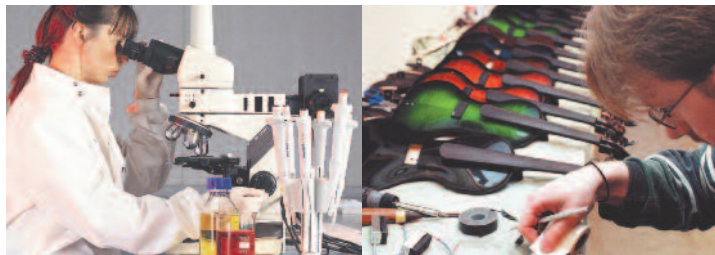


BOOK ONLINE AT  
[www.businesslink.gov.uk/advisedays](http://www.businesslink.gov.uk/advisedays)

## Professional Advice from the Experts

Designed for small and medium sized businesses, Business Advice Open Days bring together the largest collection of government agencies, departments and public sector organisations under one roof. So, you can find out about your legal obligations, learn about recent developments and gain endless help and advice in a relaxed and friendly environment.

## Book Now



### Free Exhibition

During the day, a wide range of organisations will provide answers and advice from over 30 stands in the main exhibition hall. Experts will be on hand to deal with practical issues, or you could stock up on leaflets and information.

### Free Seminars

A full programme of seminars takes place throughout the day giving you a chance to hear more about recent developments and specific topics. See the booking form for more details about 'what's on when'.

### Free Drop-In Centre

In addition there is a drop-in centre where you can get free one-to-one advice in private on Importing, Exporting and VAT, as well as Tax and National Insurance matters. Make the most of this opportunity to get answers to those unresolved issues.

**BOOK ONLINE AT**  
[www.businesslink.gov.uk/advisedays](http://www.businesslink.gov.uk/advisedays)

## York Business Advice Open Day Please complete a separate booking form for each delegate attending (photocopies accepted).

09:15 – 10:00	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Understand the Basics</b>                      Frightened of VAT? Don't be!                      We are here to help you with a user-friendly presentation for both new and established businesses, giving you straight forward help and advice about everyday VAT.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Self-employed? Helping you complete your first tax return</b>                      We will go through the new style return giving pointers on how best to complete it.</p>	<p><b>Business Link</b>  <b>Growing your business through Franchising</b>                      For people looking to grow their business, franchising could be an alternative growth option to consider. The seminar will provide an insight into the reality of franchising a business and the points to consider before going ahead.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Online Services</b>                      Does going online worry you? Let us guide you through our services and show you what is available now, what is planned for the future and how it will benefit you and your business.</p>	<p><b>Health &amp; Safety Executive</b>  <b>An introduction to Health and Safety.</b></p>
10:15 – 11:00	<p><b>HM Revenue &amp; Customs</b>  <b>New to business? Things you need to know about VAT and Tax.</b>                      Are you starting up in business or just thinking about it? Then this is the presentation for you. We will tell you what you need to consider regarding income tax self assessment, VAT and other taxes, what you should do and when you should do it.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Grasp the Technical</b>                      So you understand the basics but the rest is still daunting? Let us soothe those worries with a simple overview of the more detailed elements of VAT such as partial exemption, tax points and bad debt relief.</p>	<p><b>Better Regulation Executive</b>  <b>This is your opportunity to find out what the Government is doing to reduce the time and money businesses spend on dealing with regulation as well as feed back on what regulation needs to be changed to ensure your business success</b></p>	<p><b>HM Revenue &amp; Customs</b>  <b>Problems paying your Tax? Help us to help you.</b>                      Do you know what your deadlines are; do you think you may have problems paying your tax? Then this presentation is for you. Find out what you need to do and how we can help you.</p>	<p><b>Age Positive – 17 facts about age discrimination and older workers</b>                      Find out how to:                      • Keep on the right side of Age regulations.                      • Make savings through reduced recruitment and training costs.                      • Stay on top of trends in demographics.                      • Re-think your traditional approaches to recruitment and retirement.                      • Unlock new potential and improve your business bottom-line.</p>
11:15 – 12:00	<p><b>HM Revenue &amp; Customs</b>  <b>An introduction to Importing &amp; Exporting</b>                      Importing or exporting from outside the EU? An introduction to the basics of Customs importing and exporting procedures and help available.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Self-employed? Handy things to know about Tax &amp; NI</b>                      Find out what you have to do, to keep on the right track, what records you should keep and when to make returns.</p>	<p><b>Business Link</b>  <b>Funding and Support for Training</b>                      Find out about Integrated Skills Brokerage and the Support available to employers in Yorkshire &amp; Humber. Your questions answered.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Motor Dealers Team – VAT &amp; Motor Dealers</b>                      Involved in buying and selling vehicles? Whether it be new or used, cars, bikes or commercials, within or outside the UK, this session will give you an overview of the VAT errors most often found at motor dealerships and how to avoid them. Learn about zero-rating, sales on finance, private usage, automotive software and much more direct from the experts.</p>	<p><b>HM Government</b>  <b>North Yorkshire Fire &amp; Rescue Service – The Fire Safety Order and what it means for your business?</b>                      New Fire Safety Legislation entitled the 'Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2006. What are the implications for the Business Community and what you can expect from the Fire Service with regards to its role in the enforcement of legislation?</p>
12:15 – 13:00	<p><b>HM Revenue &amp; Customs</b>  <b>Self-employed? Helping you to complete your first tax return</b>                      We will go through the new style return giving pointers on how best to complete it.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Employing for the first time – start here</b>                      Employing people for the first time isn't something to worry about. We'll help you understand what you need to do to get started with PAYE and National Insurance contributions - for you or your employees - and where to get more help.</p>	<p><b>Intellectual Property Office – Intellectual Property – How does it affect me?</b>                      A modern economy depends on innovation and creativity and means of bringing this creativity to the market place as a new product, process or service. Learn how IP can help!</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Buying and selling in the EU – Intrastat</b>                      What do you have to report to Customs if you trade with businesses in other EU countries? Get the latest Intrastat information, advice on common problems, new legislation and automatic updates.</p>	<p><b>Environment Agency</b>  <b>Your business protecting our environment – rules and top tips.</b>                      Do you know your environmental responsibilities? We explain how to prevent pollution, deal with your business waste and show how the NetRegs website (<a href="http://www.netregs.gov.uk">www.netregs.gov.uk</a>) can guide you through environmental regulations.</p>
13:15 – 14:00	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Understand the Basics</b>                      Frightened of VAT? Don't be!                      We are here to help you with a user-friendly presentation for both new and established businesses, giving you straight forward help and advice about everyday VAT.</p>	<p><b>Business Link</b>  <b>Top Tip for Winning More Business</b>                      Find out how to increase sales to existing customers as well as tips on attracting new ones. We will also look at maximising profitability from sales generally.</p>	<p><b>ACAS</b>  <b>Effective people management</b>                      Key points to help you engage and motivate your staff.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT for agricultural businesses</b>                      We look at the liability of different income types and then explain the VAT treatment of common aspects of modern farming such as holiday accommodation, farm shops and animal care. We also introduce the Agricultural Flat Rate Scheme.</p>	<p><b>HSE</b>  <b>Demystifying Risk Assessment</b>                      How to risk assess your business.</p>
14:15 – 15:00	<p><b>Companies House</b>  <b>Setting up a Limited Company</b>                      Learn what you need to do to incorporate a Limited Company and discover how to save time and money by dealing with Companies House online.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Grasp the Technical</b>                      So you understand the basics but the rest is still daunting? Let us soothe those worries with a simple overview of the more detailed elements of VAT such as partial exemption, tax points and bad debt relief.</p>	<p><b>Business Link</b>  <b>Growing your business through franchising</b>                      For people looking to grow their business, franchising could be an alternative growth option to consider. The seminar will provide an insight into the reality of franchising a business and the points to consider before going ahead.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Research &amp; Development Tax Credits</b>                      How companies can claim R&amp;D Tax Credits and reduce their tax bill or receive cash back from HMRC.</p>	<p><b>Jobcentre Plus</b>  <b>Jobcentre Plus Services for Employers</b>                      Find out about the comprehensive range of support to help you recruit and retain the right people. With nothing to pay and no red tape, these services help make the difference to thousands of employers dealing with change in the economic climate.</p>
15:15 – 16:00	<p><b>PRIME</b>  <b>Setting up in business when you're over 50</b>                      If you're over 50 and planning to set up in business for the first time, this is for you. The national charity, PRIME, looks at popular sectors, reasons for better survival rates and examples from people who've taken the plunge.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Importing &amp; Exporting – What you need to know about Customs change</b>                      The EU is currently progressing major changes to Customs law and processing. This seminar explains the potential impact on all importers and exporters.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Online Services</b>                      Does going online worry you? Let us guide you through our services and show you what is available now, what is planned for the future and how it will benefit you and your business.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Leisure and Tourism</b>                      We tell you about the VAT treatment of holiday accommodation, hotel facilities, caravans, camping, golf clubs and holiday packages, including those with fishing and shooting rights. There is also an introduction to the Tour Operators' Margin Scheme.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Employing people for the first time – start here</b>                      Employing people for the first time isn't something to worry about. We'll help you understand what you need to do to get started with PAYE and National Insurance contributions - for you or your employees - and where to get more help.</p>

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This Open Day is organised by HM Revenue and Customs, in partnership with Business Link, Better Regulation Executive, Age Positive, Environment Agency, Health & Safety Executive, Intellectual Property Office, Job Centre Plus, Companies House, HM Government, NetRegs and PRIME. We may pass your name and address to our partners but not your VAT details, so that you may receive information from them, which may benefit your business.

If you do not wish to receive this information, please tick the box.

Contact Name \_\_\_\_\_

Nature of business \_\_\_\_\_

\_\_\_\_\_

No. of employees \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

How long have you been trading \_\_\_\_\_ Yrs \_\_\_\_\_ Months

Company Name \_\_\_\_\_

VAT Reg No \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

No. of delegate bookings attached \_\_\_\_\_

**This information will be used to confirm your booking.**

**If you have any access, communication or personal needs, please phone us on 0845 603 2691.**