Our Business Advice Service...

Our business team at Thomas Dunton Solicitors can provide a complete and authoritative business advice service – a one-stop shop for all small to medium enterprises.

The areas where we are able to advise include:

- Buying or selling business premises
- Licences, Permissions and Insurance
- Sole Trader, Partnership, and Limited Company arrangements (Company Law)
- Contracts with clients, customers & employees
- Business Contracts
- Employment Law
- Health and Safety Regulations

To arrange an appointment with us, please call us on 01689 822554 or email business@thomasdunton.co.uk

The most up to date information on employment law, including rates and entitlements, can be found on our website.

fsb Experts in Business

Accredited LEXCEL Practice Management Standard – The Law Society

Solicitors Regulation Authority

This guide is not a full statement of the law. Individual advice should be taken before taking any action. The information in this leaflet is of a general nature and may not reflect your individual circumstances. Please also note that details may change.

www.thomasdunton.co.uk

THOMAS DUNTON SOLICITORS

We are independent solicitors with a wealth of expertise and experience to assist with all your legal needs. Here are just some of the things our clients have said about us...

"You have been utterly brilliant when we needed you most."

"Wonderful and understanding. Guided me through the process and presented all the options in a way I could understand."

"Extremely helpful and efficient. Service provided was faultless from start to finish."

"Been a customer for years. Wouldn't go anywhere else."

"In this day and age of impersonal internet services, we feel lucky to have dealt with a firm which operates at the human level."

reviewsolicitor

Thomas Dunton Solicitors LLP is a limited liability partnership, registered in England and Wales, under registration number OC432925. Authorised and regulated by the Solicitors Regulation Authority, registration number 808974.

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THOMAS DUNTON SOLICITORS

Your guide to

Protecting Your Business

LOCAL PROFESSIONAL TRUSTED

Protecting your business

Owning a business can be rewarding, but also arduous and stressful. We can help identify potential problems and take steps to minimise your risk. In the following areas, legal advice can make a real difference:

What if you were unable to manage your business?

The success of a small business is very closely associated with the individual owner's talents and skills, and if the owner should suddenly become ill or unable to carry on running the business problems are likely to arise very quickly.

We can help protect you against such possibilities. Please ask for our **Planning Your Succession** leaflet.

Employment Law

It is advisable for all employers to have a basic understanding of employment law.

However, when drawing up contracts of employment and disciplinary procedures, the help of an experienced employment solicitor can ensure regulations have been satisfied and strengthen your position if an issue arises.

At Thomas Dunton, our Employment department can advise on all necessary procedures and draft contracts that will help to avoid problems in the future.

For more information, please contact us on **01689 822554** or visit our website **www.thomasdunton.co.uk**

Contracts with Clients or Customers

The terms and conditions under which you trade are vital to the protection of your business.

They will include your liabilities for the goods and services you provide, how and when payment has to be made and rates of interest for late payment.

Our experienced Business department at Thomas Dunton can help to ensure that you trade on the terms you want to.

Business Contracts

Written contracts between your business and your suppliers help everyone to be certain what has been agreed, and provide evidence of this if necessary.

Through our experience, we can help you prepare for a range of situations that might, sometimes unexpectedly, occur.

Buying or Selling Commercial Property

Whether your business is starting out, relocating or expanding, Thomas Dunton have a wealth of experience and expertise to draw on. Whatever your commercial property needs you can feel confident that you are in safe hands. We can help you with all aspects of commercial property including:

- **Sales and purchases of commercial premises**
- **Commercial lettings**
- **Lease renewals and rent reviews**

All the terms of the lease or contract need to be fully understood.

Amongst other matters, you need to be aware of rent reviews, service charges, responsibility for repairs, and change of use.

If you are running your business from home, you need to know what restrictions may apply.

Our legal team can help you with all these questions.

Licences, Permissions and Insurance

Special licences are required for the sale of certain products such as alcohol.

Failure to acquire these licences or permissions could result in fines or the closure of your business.

If you employ staff you are legally required to have Employer's Liability Insurance and if the public or suppliers visit your premises you will also need Public Liability Insurance.

Talk to us about what other insurance cover you may require such as Product Liability Insurance.

Health and Safety

All employers should have in place written policies and procedures and risk assessments to address health and safety issues.

We can help you avoid breaches which could mean criminal prosecutions as well as civil proceedings. It is advisable to take advice from your solicitor or the local authority.

Your trading name

The name that you trade under is very important as it will create an image of you in the minds of the public. Make sure that a web domain name is available or you may not be able to create a website using your business name.

Talk to us about safeguarding your trading name or logo.

Sole Trader, Partnership, LLP or a Limited Company?

The legal form of your business provides an opportunity to influence how much financial and legal liability you take on and how much tax you pay.

We can advise you on the differences between each form.

We can then draw up the appropriate paperwork.