

*“We can’t meet the increased demand because our cramped premises don’t allow us to assemble more machines or increase our raw material stocks.”*

Your business premises need to be appropriate for what you do. If they’re too small, cramped conditions can cause problems. If they’re too big, you’re wasting money. Premises can also be impractical in other ways, for example doors may be too small, heating and lighting may be poor, accommodation may be spread over too many floors and may be in poor condition.

If you own your premises, this ties up your capital. On the other hand, renting premises can create problems such as uncertainty about the continuity of the lease and the possibility of unexpected rent increases. All premises, whether for production or office use, must have access to adequate welfare facilities, for example toilets, hot and cold running water. The location of your premises is also important, as difficulties can arise if they’re situated away from good transportation routes.

## Tips

- If your premises are unsuitable, keep an eye out for better premises nearby.
- If you’re starting a new business, remember that local authorities often offer modern premises for new ventures.
- Premises with good housekeeping and a good working environment are safer to work in, improve employee morale, and project a positive image to customers.

## Useful links

Gov.UK - Choosing your business premises

**[www.gov.uk/choosing-your-business-premises](https://www.gov.uk/choosing-your-business-premises)**

Health and Safety Executive – Office health and safety

**[www.hse.gov.uk/office/index.htm](https://www.hse.gov.uk/office/index.htm)**