Small Business Help / Business Start-Up Information

COBRA: Complete Reference Advisor
Fact sheets for small businesses in PDF format – available onsite via electronic resources:

Sector Research Guide: UK Holiday Accommodation and Tourism 2014 SRG002
Provides details of a variety of practical information sources, trade bodies, regulators, qualifications, industry resources, statistics and reports covering the UK holiday accommodation and tourism sector.

Business Opportunity Profiles: Practical fact sheets detailing how to start and run particular businesses. Includes information on necessary skills, qualifications, market & trading issues, legislation and lists other sources of information and advice.

Bed and Breakfast (B&B) 2014 BOP066
Campsite 2014 BOP550
Caravan Site (Touring) 2014 BOP078
Guest House 2014 BOP408
Holiday Cottage Letting 2014 BOP360
Hotel 2014 BOP394
Luggage and Travel Accessories Retailer 2012 BOP180
Tea Room 2014 BOP087
Tour Guide 2014 BOP040
Tour Operator 2014 BOP407
Travel Agent 2013 BOP247

UK Market Synopsis:
UK Holidays and Tourism 2014 SYN066

Business Information Factsheets:
A Guide to Advertising Hotels, Guest Houses, or Bed and Breakfast Accommodation Online 2014 BIF499
**Small Business Help Section / BIPC1**
Open access books in the Business & Intellectual Property Centre

**Buying & Running a Small Hotel** by Ken Parker (How To Books Ltd, 2005) [(B) SBH BUS 2005 647.94068 PAR] [2007edn YK.2007.a.8770]
Guide to setting up and managing a hotel, guest house or B&B.

Provides information into the issues, principles and practices of visitor attractions such as theme parks and natural parks. Includes development, marketing and management of tourist attractions with an international perspective.

**Market Research & Statistics**

**Activity Holidays** (Key Note, 2014) [Available onsite via electronic sources]
Strategic overview of the UK holiday market, examines domestic activity holidays and activity holidays abroad. Includes PEST analysis, consumer dynamics company profiles etc.

**All-Inclusive Holidays** (Key Note, 2014) [Available onsite via electronic sources]
Covers the impact of budget airlines, the internet, changing EU borders, the recession and other factors on the all-inclusive holiday market. Includes a PEST Analysis, consumer trends and future prospects/forecasts.

**Bus & Coach Operators** (Key Note, 2014) [Available onsite via electronic sources]
Covers the UK industry - with market size & definition, key players, SWOT, current issues and forecasts and includes and industry background.

**Business Travel Market** (Key Note, 2014) [Available onsite via electronic sources]
This report looks at current trends in the UK travel market including travel by UK residents at home and abroad. Analyses broad market trends and current issues.

**Group Holidays** (Mintel, 2014) [Available onsite via electronic sources]
Analyses the factors influencing the group holidays market. Looks at the leading companies and the products offered. Includes consumer analysis, market size, drivers, and segmentation.

**Holiday Planning and Booking Process** (Mintel, 2014) [Available onsite via electronic sources]
Analyses market trends, consumer preferences and attitudes towards overseas holiday planning and booking processes. Covers market factors, key players, products and innovations with a five year forecast for both overseas and domestic holiday bookings.

**Holiday Purchasing Patterns** (Key Note, 2014) [Available onsite via electronic sources]
Considers the factors and events influencing holiday purchasing patterns such as political upheavals, natural disasters, air passenger duty, fuel costs etc. Includes a PEST analysis, consumer dynamics, company profiles and forecasts.

**Holiday Review UK** (Mintel, 2014) [Available onsite via electronic sources]
Examines holidays of UK residents, both domestic and overseas, and explores challenges and opportunities facing operators in 2014. Includes consumer attitudes, market size, drivers and forecasts.

**Long-Haul Holidays** (Mintel, 2014) [Available onsite via electronic sources]
Examines long-haul holidays taken by UK residents with a five year forecast. Covers size, issues and trends in the market with consumer attitudes, brands, innovations and products.
Package vs Independent Holidays UK (Mintel, 2014) [Available onsite via electronic sources]
Analyses market trends, consumer preferences and attitudes towards overseas package holidays versus independent travel. Includes consumer experiences of and attitudes towards all-inclusive holidays. Covers market issues, drivers, size and forecasts with company innovation and brand share.

Travel Agents & Overseas Tour Operators (Key Note, 2014) [Available onsite via electronic sources]
Covers market definition, market size, current market issues, global market, industry background, buying behaviour, competitor analysis and company profiles of the major players.

Camping and Caravanning UK (Mintel, 2013) [Available onsite via electronic sources]
Covers trends and factors affecting the caravanning market such as the high expense of travelling abroad, the record levels of rainfall, perceived lack of comfort etc. Analyses market trends, consumer preferences and attitudes. Includes market factors, key players and products with a 5 year forecast.

Holiday Centres UK (Mintel, 2013) [Available onsite via electronic sources]
Covers the factors affecting the market such as the weather, tighter family budgets, investment and the impending Center Parcs expansion. Analyses market trends, consumer preferences and attitudes towards holiday centres. Covers market factors and dynamics and profiles the key players involved and the holidays offered.

Holiday Property (Mintel, 2013) [Available onsite via electronic sources]
Covers market issues, trends, size, forecasts with consumer preferences and attitudes towards buying holiday homes. Covers market factors and dynamics and analyses data drawn from a survey of second home buyers carried out by Rightmove Overseas.

Hotel Britain: The guide to performance of hotels in the UK (PKF 2013) [(B) MKT 338.4764794094105 BUS] A report that outlines topics such as the economy and tourism, UK hotel transactions and hotel survey results.

Hotels (Key Note, 2013) [Available onsite via electronic sources]
Covers corporate and consumer performance of the UK hotel industry. With market size & trends, brand strategies, SWOT, current issues, forecasts, competitors etc.

Short-Haul Holidays (Mintel, 2013) [Available onsite via electronic sources]
Examines short-haul holidays taken by UK residents. Includes market issues, size, drivers, trends and prospects with a five year forecast. Includes consumer behaviour, brand innovation and products.

Singles On Holiday UK (Mintel, 2013) [Available onsite via electronic sources]
Covers issues, trends and consumer behaviour & attitudes to singles holidays. Includes company innovations and products, market size, drivers, performance and forecasts.

Overview of regions around the UK most heavily visited by UK nationals. Includes trends, expenditure, prospects. Similar reports exist for many other countries.

Tourism Flows Inbound – United Kingdom (Passport, Euromonitor, 2014) [Available onsite via electronic sources] Overview of trends, competition from other European countries, inbound demographics, expenditure etc. Similar reports exist for many other countries.

Tourist Attractions (Key Note, 2013) [Available onsite via electronic sources]
Covers the main tourist attractions within the UK and investigates factors affecting visitor behaviour such as rising admission prices vs free attractions, global televised events such as the Royal Wedding, the Queen’s Diamond Jubilee, the London 2012 Olympic Games etc. Gives an industry background, SWOT analysis, forecasts and company profiles.


Travel and Tourism – United Kingdom (Passport, Euromonitor, 2014) [Available onsite via electronic sources] Covers key trends and developments such as air passenger duty, government spending cuts, taxes, security, internet developments etc. Similar reports exist for many other countries.

British Hospitality: Trends & Developments (British Hospitality Association, 2013) [(B) MKT 338.4791 BUS]
Report covering tourism in the UK with facts, articles, opinion and statistics. Covers the hotel industry, catering, pubs, conferences, employment & qualifications, timeshare and includes data tables.

Bus & Coach Operators (Key Note: Business Ratio Report, 2012) [Alphabetical sequence BIPC]Gives an industry overview and a performance overview of major bus and coach operators. Provides performance league tables and includes balance sheets & profit and loss accounts for the industry as a whole.

Country Trends In The Hotel Sector (PKF, 2012) [(B) MKT 338.4764794]
A guide to the performance and profitability of hotels in the UK, Europe, Middle East and Africa. Sections include profit and loss by region and country as well as room yield.

London Travel Report (Updated online 2013) (Transport For London) [(B) MKT 338.0942105 BUS]

UK hospitality black book (Henley Media Group Ltd, 2012) [(B) MKT 647.94068 BUS]
Reference for the hospitality industry. Covers the latest news, developments and trends in relation to hotels, restaurants, technology, sustainability etc with statistics, facts and figures. Includes a substantial directory of hotel groups, restaurant groups, colleges, suppliers etc.

Electronic Resources at the British Library

Passport Euromonitor has a large series of Travel & Tourism reports, articles and statistics from countries around the world.

The Economist Intelligence Unit (EIU) has many in-depth country profiles.

Business Source Complete (EBSCO), Factiva and ABI Inform feature very recent business news articles, statistics and a few reports within relevant industries.

Trade Magazines & Newsletters

Attractions Management (Leisure Media Company Limited) [ZK.9b.14346 Humanities - Must be ordered using Explore the British Library]
Provides news for and about visitor attractions including theme and amusement parks, fairs and rides, museums, galleries, zoos, aquaria and safari parks etc. Includes buyers’ guide.

**Hotel Business** (MS Publications Ltd.) [(P) 647.94094105 –E(1) BUS]
Monthly publication highlighting relevant trends and developments in the hotel industry with news, articles, views on specific topics. [http://www.hotel-magazine.co.uk](http://www.hotel-magazine.co.uk)

**Journal of ecotourism** (Channel View Publications) [(P) AK 50 -E(90) Must be ordered using Explore the British Library]
Academic journal covering research ecologically responsible tourism. Includes protected areas, specialist holidays, sustainable travel & tours.

**Leisure Management** (Leisure Publications.) [P.525/452 Humanities - Must be ordered using Explore the British Library]
Provides news for managers of visitor attractions, theme parks, sports and leisure centres, nightclubs and venues, etc. Covers property, equipment, interior design and new developments, etc. Website: [http://www.leisuremanagement.co.uk](http://www.leisuremanagement.co.uk)

**Tourism economics: The business & finance of tourism & recreation** (IP Publishing Ltd.) [ZC.9.a.4195 Humanities - Must be ordered using Explore the British Library]
Includes detailed analysis of statistics, air travel, hotels, environmental factors, the economy, pricing, regional studies etc.

**Tourism Report** (Business Monitor International) [(P) 338.4791 –E(1) BUS]
Several quarterly publications concentrating on tourism within specific Middle East, South East Asia, African and Eastern European countries.

**TTG: Travel Trade Gazette** (United Business Media, weekly) [(P) AK 50 – E(15) BUS]
Weekly newspaper for the travel and tourism industry. Includes company and industry news, new brochures and launches, destination profiles, agent surveys and job vacancies.

**Vacation Industry Review** (Interval International) [(P) AK50 -E(94) BUS]
Mainly focuses on hotel complexes, resorts & particularly timeshare developments worldwide. Includes surf & beach clubs, fitness & golf clubs. Website: [http://www.resortdeveloper.com](http://www.resortdeveloper.com)

**Directories**

**Caravan Industry Supplies & Services Directory 2015** (A. E. Morgan Publications Limited) [(B) DIR 388.346 BUS]
Includes listings of manufacturers, related services, products and components as well as suppliers of furniture and fittings.

**The Little Red Book 2015** (Ian Allen Publishing) [(B) DIR 338.332 BUS]
Directory for the bus and coach industry listing vehicle suppliers and dealers, manufacturers and suppliers of products and services to the industry bus operators & trade organisations.

**Duty-Free & Travel-Retail Database & Directory 2014/15** (Metropolis Business Media) [(B) DIR 382.782 BUS]
World market for top operators listing suppliers, agents and distributors for duty free and travel retail around the world. Lists leading operators and top selling brands.

**Who’s Who in the Bus & Coach Industry 2014/2015** (Yandell Publishing Ltd) [(B) DIR 388.322 BUS]
Directory listing UK bus and coach operators, plus service providers to the industry.
Airline Directory 2014 (Air Transport Publications Ltd) [(B) DIR 387.7025 BUS]
Airline industry information such as global airline passenger numbers, freight traffic figures and contact for airline operations and advisory bodies etc.

Global Event Planner 2014 (Haymarket Brand Media) [(B) DIR 658.456 BUS]
Gives a snapshot of approx 20 countries from a conference viewpoint.

Internet Sources and Associations

Association of British Travel Agents
The UK’s premier trade association for tour operators and travel agents. Some free fact sheets and e-newsletters are available but primarily a membership requirement site.
http://www.abta.com/

Association of Independent Tour Operators
Represents around 160 of Britain's best specialist tour operators.
http://www.aito.com

The Association of Leading Visitor Attractions (ALVA) represents over 1,500 tourist sites across the UK and includes visitor statistics for many sites.
http://www.alva.org.uk

Attractions Management
This is an online magazine that provides news for the attractions industry.
http://www.attractionsmanagement.com

The Bed and Breakfast Association is a trade association that supports independent B&B owners by providing news and articles but primarily a membership requirement site.
Tel: (01935) 815252
http://www.bandbassociation.org

The British Activity Providers Association (BAPA) is the trade association for businesses offering activity holidays and courses in the UK.
Tel: (01244) 301342
http://www.thebapa.org.uk/

The British Association of Leisure Parks, Piers and Attractions (BALPPA) represents owners, managers and suppliers of the UK’s commercial leisure parks, piers, zoos and other static attractions. It provides industry news and features.
Tel: (020) 7403 4455
http://www.balppa.org

British Destinations is an association comprising local authorities, tourist boards and commercial members. It provides information on the UK domestic tourism industry.
Tel: (0151) 934 2285
http://www.britishdestinations.co.uk/

The British Holiday and Home Parks Association is the trade association for businesses providing camping facilities, caravan and chalet parks. Some free PDF reports available but mainly a membership requirement site.
http://www.bhhpa.org.uk

The British Hospitality Association (BHA) represents members of the hospitality industry and lobbies the Government on their behalf.
Guild of Travel Management Companies
Represents the interests of business travellers and actively supports the profession of business travel management.
http://www.gtmc.org/

The Institute of Travel and Tourism (ITT)
The ITT is a professional membership body for individuals employed within the travel industry and aims to continuously develop and maintain professional standards.
Tel: 0844 499 5653
http://www.itt.co.uk

Leisure Opportunities
An online magazine with details of news, training, tenders and directory.
http://www.leisureopportunities.co.uk

The National Caravan Council (NCC) is the trade association for all members of the UK caravan industry including holiday homes and park homes.
Tel: (01252) 318251
http://www.thencc.org.uk/

The Office of National Statistics publishes official government statistics for many industry sectors including travel & tourism.
http://www.ons.gov.uk
https://www.gov.uk/government/statistics

People 1st is the sector skills council for hospitality, leisure, travel and tourism in the UK.
http://www.people1st.co.uk

The Tourism Alliance lobbies the Government on behalf of the travel and tourism industry. It also produces a monthly newsletter with news from the industry.
Tel: (020) 7395 8246
http://www.tourismalliance.com

The Tourism Society
Forum for professionals working in, studying or otherwise interested in tourism worldwide. Acts as an advocate, consulted by government and other official bodies, on tourism and related policy matters.
http://www.tourismsociety.org

Travel Trade Gazette
Trade magazine for the travel industry featuring the latest news, developments and country guides. Includes sections on the business and luxury travel sector.
http://www.ttgdigital.com/

Travel Weekly
Magazine for the travel industry. Provides news, analysis, market intelligence and details of events.
http://www.travelweekly.co.uk

Travolution
An online source of industry news, features and blogs on the travel and tourism industry.
http://www.travolution.co.uk

The Youth Hostel Association (YHA) operates more than 200 hostels across the UK and works to improve the life of young people.
UKInbound
UKInbound is the trade association representing the UK's inbound tourism industry.
Tel: (020) 7395 7500
http://www.ukinbound.org/

Vision on Sustainable Tourism
An online source of news and developments in the sustainable tourism industry.
http://www.tourism-vision.com

The UK has five national tourist boards who work in partnership to promote an attractive image of the UK:

VisitBritain
Markets Britain to the rest of the world and England to the British. Formed by the merger of the British Tourist Authority and the English Tourism Council.
Tel: (020) 8846 9000
http://www.visitbritain.org/

VisitEngland
Tel: (020) 8846 9000
http://www.visitengland.com/
http://www.visitengland.org/

Visit Wales
Tel: 0870 830 0306
http://www.visitwales.com
http://wales.gov.uk/tourism
http://www.traveltrade.visitwales.com/

VisitScotland
Tel: (0131) 472 2222
http://www.visitscotland.org
http://www.visitscotland.com

Northern Ireland Tourist Board (NITB)
Tel: (028) 9023 1221
http://www.nitb.com
http://www.discovernorthernireland.com

World Tourism Organization
A specialised agency of the United Nations. Serves as a global forum for tourism policy issues and a practical source of tourism know-how.
http://www2.unwto.org/en

Note: Every effort has been taken to ensure the accuracy of the information contained in this document, however some recently acquired items may since have been added to the collection. Please ask for help at the enquiry desk or check the Business Information

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