

Setting up and Maintaining an Effective Private practice

Appendix 1

Useful Organisations

Organisation	Its Role	Address	Contact Details
Association of Chartered Certified Accountants (ACCA)		ACCA Connect 2 Central Quay 89 Hydepark Street Glasgow G3 8DT	0141 582 2000 info@accaglobal.com www.accaglobal.com
British Association for Counselling and Psychotherapy (BACP)	Professional membership organization for counsellors and psychotherapists	BACP House, 35–37 Albert Street, Rugby, Warwickshire CV21 2SG	0870 443 5252 bacp@bacp.co.uk www.bacp.co.uk
British Psychological Society (BPS)	Professional membership organization for Psychologists	St.Andrew's House 48 Princess Road East Leicester LE1 7DR	0116254 9568 enquiry@bps.org.uk www.bps.org.uk
Companies Registration Office (England and Wales)	The official UK government register of UK companies.	Companies House Crown Way Cardiff CF4 3UZ	www.companieshouse.gov.uk 01222 388 588
Confederation of Scottish Counselling Agencies (COSCA)	The professional body for counselling and psychotherapy in Scotland	18 Viewfield Street Stirling FK8 1ua	01786 475140 info@cosca.org.uk www.cosca.org.uk
Counsellors and Psychotherapists in Primary Care (CPC)	The specialist professional membership organization representing counsellors in primary care	Queensway House, Queensway, Bognor Regis, West Sussex, PO21 1QT	01243 870701 cpc@cpc-online.co.uk www.cpc-online.co.uk
Data Protection Registrar		Wycliffe House Water Lane, Wilmslow SK9 5AF	01625 545 745 (enq) 01625 535 711 (admin) www.dataprotection.gov.uk
DTI		Publications Orderline, Admail 528, London SW1W 8YT (.)	0870 150 2500 http://www.dti.gov.uk/publications
European Association of Counselling		Secretary: Jenny Anagnostopoulos PO Box 78017 Ag. Dimitrios, 17310 Athens, Greece	+ 30 210 975 6047 eac@hol.gr www.eacnet.org
European Association of Psychotherapy	The EAP represents 128 organisations (24 national	Sonja Wirgler EAP Headoffice Schnirchgasse	+43 1 5131729 eap.headoffice@europsyche.org

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Psychotherapy	umbrella associations, 17 European-wide associations for psychotherapy) from 41 European countries and by that more than 120.000 psychotherapists. Membership is also open for individual psychotherapists	9a/4th floor/room 410 1030 Vienna/Austria	www.europsyche.org
Federation of Small Businesses	To improve standards of business and to represent small businesses politically		01253 336000 www.fsb.org.uk
Health & Safety Executive			0845 881 1650845 881 165 www.hse.gov.uk
Health & Safety Executive Books	Excellent publications for business start-up + items such as HSE obligatory poster for sale		01787 881 165 www.hsebooks.com
HM Revenue & Customs	This is an excellent site to get the latest on National Insurance, employment, self-assessment, VAT, taxes, being an employer and lots more.		http://www.hmrc.gov.uk/
ICOM	ICOM is the Industrial Common Ownership Movement Limited, a non-profit membership organisation promoting and representing democratic employee owned businesses throughout the UK.	Holyoake House Hanover Street Manchester M60 0AS	0161 246 2959 icom@icom.org.uk www.icof.co.uk/icom
Institute of Chartered Accountants in England & Wales		Chartered Accountants' Hall PO Box 433 London EC2P 2BJ	020 7920 8100 www.icaew.co.uk
Institute of	To improve		www.iod.com

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Directors	standards of business and to represent business politically – you need to run a limited company for membership		
Irish Association for Counselling and Therapy (IACT)			01 2300061 iact@irish-counselling.ie www.irish-counselling.ie
Lawyers for Business Helpline			0171 405 9075
PlanIt Business Suite	Software for all your personnel needs	PlanIt Software Ltd 75 Wadham Road London SW15 2YR	www.planit.co.uk
Philippa Weitz Training	In-house training on all aspects of mental health, including setting up a business and private practice	26 Church Road Portslade East Sussex BN41 1LA	01273 422 143 info@pwtraining.com www.PWTraining.com
Rotary International	A great place to meet new contacts and get known. The basis of Rotary is service above self. It is an organization of professional business men and women.		www.rotary.org
Towergate Insurance	Professional liability insurance for complementary therapists	31 Clarendon Road Leeds LS2 9PA	0113 294 4000 smginfo@towergate.co.uk www.smg-professional-risks.co.uk
United Kingdom Council for Psychotherapy (UKCP)	Professional membership organization for psychotherapists	2nd Floor Edward House 2 Wakley Street London EC1V 7LT	020 7014 9955 info@psychotherapy.org.uk www.psychotherapy.org.uk
VistaPrint	A quick but slightly expensive way of getting your business stationary and business cards quickly and easily. You just design everything on-		www.vistaprint.co.uk

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	line.		
Wilson Sanford	Chartered Accountants. The senior partner, Robin Wilson, kindly proofread this book for accounting accuracy.	85 Church Road, Hove BN3 2BB	hove@wilsonsandford.co.uk 01273 821 441 www.wilsonsandford.co.uk
Yell.com	Web-based business directory enquires		Yell.com