

**This is for information only - No action required  
(unless you wish to appoint a proxy)**

**LOCAL GOVERNMENT ACT 2003  
BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004**

**NOTICE OF BALLOT**

**PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR CATER BUSINESS PARK**

This is to give notice that a ballot is to be held on the proposal of the Cater Business Park Group Ltd BID to renew the Business Improvement District (BID) for Cater Business Park. You should shortly receive a copy of the BID Proposal Document from the BID Promoters.

The ballot will be conducted entirely by post by the Independent Scrutineer, **Electoral Reform Services of 33 Clarendon Road, London N8 0NW**. Ballot Papers will be sent to those eligible to vote on **23<sup>rd</sup> February 2017** for return to them by no later than **5pm on 23<sup>rd</sup> March 2017** (the “day of the ballot”).

**Who can Vote in the BID Ballot?**

Persons eligible to vote in the ballot will be the non-domestic ratepayer listed on the Council’s database for each hereditament (business premise) situated in the geographical area of the proposed BID as at the date of this Notice. Each person entitled to vote in this ballot shall have one vote in respect of each hereditament occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

**Appointment of Proxy**

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if you are going to be away at the time of the ballot). Applications to appoint a proxy must be submitted to Electoral Reform Services at the above address no later than **5pm on 13<sup>th</sup> March 2017**. An application for the appointment of a proxy must be made in writing and:

- a) state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as a proxy;
- b) state the address of the applicant’s hereditament or hereditaments;
- c) be signed by the applicant; and
- d) contain a statement by the applicant that the proxy so named has been consulted and is capable and willing to be appointed.

A proxy appointment may be cancelled by notifying ERS at the address above no later than **5pm on 18th March 2017**

*Please see over*

## Lost Ballot Papers

If a ballot paper has **not** been received by 17th March 2017 you may apply to ERS for a replacement paper in writing as follows:

- a) A letter in hardcopy form along with the appropriate 'evidence of identity'.
- b) A scan of both the letter and the 'evidence of identity' attached to an email.
- c) A fax copy of both the letter and the 'evidence of identity'.

The letter should be addressed to The Independent Scrutineer, The Election Centre, 33 Clarendon Road, London N8 0NW. The letter must be signed by the Eligible Voter and evidence of the voter's identity must be provided in the form of **one** of the following:

- a) Signed **Letterhead** for the appropriate company
- b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament
- c) A signed **photocopy** of an item of personal ID such as a **Passport** or **Driving Licence**.

Please do not send original copies of ID or Bills.

## Spoilt Ballot Papers

If you inadvertently spoil your ballot paper in such a manner that it cannot be conveniently used as a ballot paper, please return it to Electoral Reform Services (address overleaf).

On receipt of the spoilt ballot paper, Electoral Reform Services will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by Electoral Reform Services later than three working days before the day of the ballot.

## Count of Ballot Papers

Ballot papers will be counted on **24<sup>th</sup> March 2017** and the result of the ballot will be announced shortly after.

For a BID ballot to be successful there must be a majority of those voting in favour of the proposal, and those voting in favour must represent a majority of the aggregate rateable value of the hereditaments voting.

## Rejected Ballot Papers

If a ballot paper is duplicated and two are returned bearing the same number or barcode both will be void and not counted. Any ballot papers that are returned unsigned, unmarked or that are void for uncertainty will also be void and not counted.

## Declaring the result

The ballot result will declare:

- a) the total number of valid votes cast
- b) the total aggregate rateable value of valid votes cast
- c) the total number of valid votes cast in favour of the BID
- d) the total aggregate rateable value of valid votes in favour of the BID
- e) and if applicable: the total number of ballot papers rejected

For the BID Ballot to be successful there must be:

- i. A majority in favour of the BID in the number of those voting
- ii. A majority in favour of the BID in the proportion of rateable value of those voting

## Further details of the BID Proposal

If you require further information on the BID, please contact Mike Knight, Cater Business Park Traders Group Ltd, Email: [mknight@cbtg.demon.co.uk](mailto:mknight@cbtg.demon.co.uk) , Telephone: 0117 9783654, Mobile: 07890 083359