

Notice of Ballot

and arrangements for the ballot

Proposed Business Improvement District for Brighouse

This is to give notice that a ballot is to be held on the proposal of **Brighouse BID Steering Group** to introduce a Business Improvement District (BID) for Brighouse. The ballot will be conducted entirely by post.

A Business Improvement District (BID) is an area within which projects specified in the BID arrangements are to be carried out for the benefit of that district or those who live, work or carry on any activity in the district. Those projects are financed (in whole or in part) by a BID levy imposed on the non-domestic ratepayers, or a class of such ratepayers in the district. A Business Improvement District may only be established where those entitled to vote approve the BID proposals.

Copies of the BID Proposal Document can be requested from the **Brighouse BID Steering Group**, 3a Commercial Street, Brighouse, HD6 1AF or by email at brighousebid@calderdale.gov.uk or online at www.brighousebid.co.uk.

The Returning Officer, Town Hall, Halifax, HX1 1UJ - appointed under section 35 of the Representation of the People Act 1983, has been appointed under Regulation 6 of The Business Improvement Districts (England) Regulations 2004 to discharge The Ballot Holders functions in relation to holding this ballot.

Ballot Papers will be sent to those eligible to vote on **Monday 24 September 2018** to be returned and received by The Ballot Holder no later than **5pm on Thursday 25 October 2018** (the “day of the ballot”).

Who can vote?

Persons shall be eligible to vote in the ballot if they fall into the class of non-domestic ratepayer situated in the geographical area of the proposed BID as of the date of this notice and they are liable for the BID levy as described in the BID proposals. 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.

Issue of ballot papers

Voting packs will be posted by 1st class mail on **Monday 24 September 2018**.
Votes can be returned at any time from Monday 24 September 2018, but must be received no later than 5pm on the day of the ballot, which is Thursday 25 October 2018.

Close of ballot

To be included in the count, ballot papers must be returned to The Ballot Holder at Town Hall, Halifax, HX1 1UJ by **5pm, Thursday 25 October 2018**.

Who will the ballot paper be sent to?

Ballot papers have to be sent to the address of the hereditament or the principal place of business within England of the person entitled to vote.

Experience from other BID ballots has shown that it is good practice to send ballot papers to named individuals who will be responsible for casting the vote, especially in large businesses.

The ballot paper will be addressed to the person this notice was sent to. If you want the ballot paper sending to someone else please complete the enclosed form.

The form should be returned by Friday 21 September 2018 to ensure the ballot paper is sent to the correct person.

If no appropriate person is named, the ballot paper will be addressed to “the business ratepayer”.

Appointing someone else to vote (a proxy)

The person eligible to vote may appoint any one person as a proxy to vote on their behalf, for example, if they are going to be away at the time of the ballot.

An application to appoint a proxy must be 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 proxy;
- b) state the address of the applicant's hereditament
- 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 of being, and willing to be, appointed.

If you want to appoint a proxy please complete the enclosed form. Proxy appointments must be received by The Ballot Holder no later than 5pm on **Monday 15 October 2018**, and will be confirmed in writing by The Ballot Holder.

What if a ballot paper is not received by the voter?

If a ballot paper has **not** been received by **Friday 19 October 2018**, an application can be made in writing, (whether or not in person) for a replacement to be issued. Evidence of the voter's identity must also be provided. The letter should be addressed to “The BID Ballot Holder, Brighthouse Bid Ballot”. It must be on the appropriate **headed** paper and be **signed** by the person entitled to vote. The address should be clearly stated, along with a request for a replacement ballot paper.

What if a voter inadvertently spoils the ballot paper?

If a voter inadvertently deals with the ballot paper in such a manner that it cannot conveniently be used as a ballot paper (referred to as “a spoilt ballot paper”) they should return the ballot paper to The Ballot Holder. The Ballot Holder will issue another ballot paper as long as the spoilt paper is received by **Monday 22 October 2018**.

Counting of votes

Ballot papers will be counted and the result of the ballot announced, not later than **5pm on Friday 26 October 2018**.

For the BID ballot to be successful there must be a majority of those voting in favour of the proposal, both in terms of the numbers voting AND also the aggregate rateable value represented by those voting.

List of persons entitled to vote and their proxies (if any)

A list of each non-domestic ratepayer and the address and rateable value of each hereditament in the geographical area of the proposed BID, is available for inspection at **Customer First, Horton Street, Halifax, HX1 1QE**, during normal working hours.

The billing authority can supply a copy of the list, but only for the purpose of canvassing persons entitled to vote in the BID ballot. The list can be requested in writing by the BID proposer, or any person, or group of persons, who represent 5% or more of the persons who are to be liable for any proposed BID levy.

Name and address of the BID proposers

Brighouse BID Steering Group

3a Commercial Street
Brighouse
HD6 1AF

Email: brighousebid@calderdale.gov.uk

or online at www.brighousebid.co.uk.

The BID Business Plan and Prospectus are available on the BID website. For further queries or to request a printed copy of the BID Business Plan and Prospectus, please contact brighousebid@calderdale.gov.uk

Robin Tuddenham

BID Ballot Holder
Chief Executive
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Date of this notice: Thursday 13 September 2018