



NORWICH
City Council

Local Government Act 2003

Business Improvement District (England) Regulations 2004

Notice of Ballot

and arrangements for the ballot

A ballot is to be held on a proposal to renew and expand the Norwich Business Improvement District (BID).

The ballot will be taken entirely by post, with votes to be returned by 5pm on the day of the ballot, which is Tuesday 28 June 2022.

WHO CAN VOTE?

Those eligible to vote in this ballot are the non-domestic ratepayers listed in the council's records for each hereditament (rated unit) situated in the geographical area of the proposed BID as at the date of this notice, with a rateable value of £30,000 or more. However, ratepayers that have been exempted from paying the BID levy will not be eligible to vote.

All hereditaments with charitable status (where the property is occupied by a registered charity and is wholly or mainly used for charitable purposes) and in receipt of mandatory charitable relief from business rates within the BID boundary will be exempt from the levy, unless it is trading from those premises.

Each ratepayer entitled to vote has one vote for each hereditament occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

ISSUE OF BALLOT PAPERS

The ballot period will be from 1 June 2022 until 28 June 2022.

Voting packs will be posted on 31 May 2022.

CLOSE OF BALLOT

To be included in the count, ballot papers must be returned to the Ballot Holder at the Elections Office, Room 401, Norwich City Council, City Hall, St Peters Street, NR2 1NH by 5pm on 28 June 2022.

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.

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

APPOINTING SOMEONE ELSE TO VOTE

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.

Please complete the form sent with this notice or contact the Elections Team for an application form. Proxy appointments must be received by Election Team before 5pm on Saturday 18 June 2022 and will be confirmed in writing by the Ballot Holder.

Elections Team

Room 401, Norwich City Council, City Hall, St Peters Street, NR2 1NH

01603 989389

Elections@norwich.gov.uk

WHAT IF A BALLOT PAPER IS NOT RECEIVED BY THE VOTER?

If a ballot paper has **not** been received by 22 June 2022, an application can be made (whether or not in person) for a replacement to be issued.

Evidence of the voter’s identity must also be provided.

In such a case, the voter should inform the Ballot Holder **as soon as possible**, and not wait until 22 June. This will enable the replacement to be prepared in time for posting or collection on 22 June.

A replacement cannot be issued if the Ballot Holder is informed after Saturday 25 June 2022.

COUNTING OF VOTES

Ballot papers will be counted at 5pm on 28 June 2022 and the result will be published on the council’s website www.norwich.gov.uk

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 City Hall, St Peters Street, Norwich, NR2 1NH during normal working hours.

The Ballot Holder 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 PROPOSER

Norwich Business Improvement District

Unit 4.3, Floor 4, Kiln House, Pottergate, Norwich, NR2 1DX

info@norwichbid.co.uk

The BID proposal is available on request from the BID proposer.

NAME AND ADDRESS OF THE BALLOT HOLDER

Stephen Evans
The Ballot Holder
City Hall
St Peters Street
Norwich
NR2 1NH

01603 989389

Elections@norwich.gov.uk

Date of this notice: Tuesday 19 April 2022