

PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR PLYMOUTH

BALLOT ARRANGEMENTS

Important – This letter contains information on how to vote on the proposal to renew the Business Improvement District (BID) for Plymouth

1. Explanation of what you have been sent

(1) A ballot paper for the Business Improvement District (BID) ballot. The rateable address (hereditament) to which this ballot applies is stated on the ballot paper. Some voters will be receiving more than one envelope and set of ballot papers as they are registered as voter for more than one property.

(2) Return Envelope. A pre-paid envelope in which to return the ballot paper.

2. Voting

The person entitled to vote should put a cross (X) in the box of his/her choice. “Yes” to vote in favour of the proposed BID or “No” to vote against. The voter must then sign the ballot paper, write their name in block capitals and write their position in the company or partnership.

The ballot will be conducted entirely by post by Electoral Reform Services (ERS) of 33 Clarendon Road, London N8 0NW. Return the completed ballot paper in the enclosed pre-paid envelope. To be counted the ballot paper must be received by ERS no later than **5pm on Friday, 16th October, 2009**. Ballot papers should be returned as soon as possible to avoid postal delays.

How a vote is cast will be secret.

3. Appointing someone else to vote (a proxy)

The person entitled to vote in the BID ballot may appoint someone else to vote on his or her behalf (a proxy). Applications to appoint a proxy are available from Electoral Reform Services (ERS) at the address shown above and must be submitted back to ERS no later than on **5pm on Tuesday 6th October, 2009**.

A proxy appointment may be cancelled by notifying ERS at the address above no later than **5pm on Sunday 11th October, 2009**.

4. Lost Ballot Papers

If a ballot paper has not been received by **Monday, 12th October, 2009** you may apply to ERS at the address shown above for a replacement paper, in writing. The letter should be addressed to The Independent Scrutineer, The Election Centre, 33 Clarendon Road, London N8 0NW. It must be on the appropriate **headed** paper, and be **signed** by the person entitled to vote. The address and where possible the UPRN should be clearly stated, along with a request for a replacement ballot paper.

5. 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 the Electoral Reform Services (address above).

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.

Please see over

6. Count of Ballot Papers

Ballot papers will be counted on Monday, 19th October, 2009 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.

7. 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.

8. 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

For the BID Ballot to be successful there must be:

- (a) A majority in favour of the BID in the number of those voting, and
- (b) A majority in favour of the BID in the proportion of rateable value of those voting

9. Further details of the BID Proposal

If you require further information on the BID, please contact:

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Civic Centre, Royal Parade
Plymouth, PL1 2AA

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Fax: 01752 304086

Website: www.plymouthcitycentre.co.uk