

**ST ALBANS CITY CENTRE BUSINESS IMPROVEMENT DISTRICT
LOCAL GOVERNMENT ACT 2003
BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004**

NOTICE OF BALLOT

This is to give notice that a ballot is to be held on the proposal of St Albans BID Ltd to introduce a second term of the Business Improvement District (BID) for St Albans City Centre. You should shortly receive a copy of the BID prospectus from the BID Proposer.

Civica Election Services of 33 Clarendon Road, London, N8 0NW have been appointed to discharge the functions in relation to holding this ballot. Ballot Papers will be sent to those eligible to vote on **Tuesday 4 January 2022** for return to Civica Election Services by no later than **5pm** on **Thursday 3 February 2022** (the “day of the ballot”). The ballot will be conducted entirely by post.

Who can vote in the BID Ballot?

Persons eligible to vote in the ballot will be the non-domestic ratepayer listed on the District Council's database for each hereditament (business premises) 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.

This Notice is in respect of the following Hereditament:

The lasered hereditament address will appear here

How to vote

Ballot papers will be issued on **Tuesday 4 January 2022**. To complete the ballot paper you must:

1. Check that you are entitled to vote on behalf of your organisation
2. Place a cross in either the 'YES' box or the 'NO' box on the ballot paper
3. Complete the declaration on the form.

Ballot papers should be returned as soon as possible after they have been received. To be counted, ballot papers must be returned to Civica Election Services by close of ballot at **5pm** on **Thursday 3 February 2022**.

Appointing someone else to vote (a proxy)

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if they are going to be away at the time of the ballot). Applications to appoint a proxy must be submitted to Civica Election Services (CES) at the above address no later than **5pm** on **Monday 24 January 2022**. 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(es) 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.

Please see over

A proxy appointment may be cancelled by notifying CES at the above address no later than **5pm** on **Saturday 29 January 2022**.

Lost Ballot Papers

If a ballot paper has **not** been received by **Monday 31 January 2022** you may apply in writing to CES for a replacement paper by supplying **ONE** of the following:

- a) A letter in hard copy form along with the appropriate 'evidence of identity' (see below); or
- b) A scan of both the letter and the 'evidence of identity' (see below) attached to an email to bids@cesvotes.com

The letter should be addressed to The Independent Scrutineer, Civica Election Services, 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) A signed **Letterhead** for the appropriate company; or
- b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament; or
- c) A signed **photocopy** of an item of personal ID such as a **Passport** or **Driving Licence**; or
- d) Proof of being a registered director from **Companies House**.

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 CES at: The Independent Scrutineer, Civica Election Services, The Election Centre, 33 Clarendon Road, London N8 0NW. On receipt of the spoilt ballot paper, CES will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by CES later than **Monday 31 January 2022** (three working days before the day of the ballot).

Count of Ballot Papers

Ballot papers will be counted on **Friday 4 February 2022**, and the result of the ballot will be announced shortly after. You will be able to find the result at www.stalbans.gov.uk/elections-and-results.

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; and
- e) 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; and
- ii. A majority in favour of the BID in the proportion of rateable value of those voting.

Further details of the BID Proposal

Further details of the BID proposal are available from St Albans BID, 7 French Row, St Albans, AL3 5DU. Or via info@stalbandsbid.com / 01727 251311. Information on the BID is available from www.stalbandsbid.com

Issued by the Ballot Holder: Amanda Foley, St Albans City & District Council, Civic Centre, St Peters Street, St Albans, AL1 3JE. Date of Notice: Wednesday 15 December 2021