

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

NOTICE OF BALLOT

PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR DORKING.

This is to give notice that a ballot is to be held on the proposal of the Dorking Town Partnership to introduce a Business Improvement District (BID) for Dorking.

The ballot will be conducted entirely by post by the Independent Scrutineer, **Electoral Reform Services (ERS)** of **33 Clarendon Road, London N8 0NW**; Email Bids@electoralreform.co.uk. Ballot Papers will be sent to those eligible to vote on **Wednesday 29 March 2017** for return to ERS by no later than **5pm** on Thursday 27 April 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, with a rateable value of £8,000 or more. 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

The ballot will be from 30th March 2017 to 27th April 2017.

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 **Monday 17 April**. 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 Saturday 22 April 2017.

Lost Ballot Papers

If a ballot paper has **not** been received by **Friday 21 April 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', or
- b) A scan of both the letter and the 'evidence of identity' attached to an email, or
- 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.

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, i.e. Friday 21 April 2017.

Count of Ballot Papers

Ballot papers will be counted on **Friday 28 April 2017** and the result of the ballot will be published on the Council's website www.molevalley.gov.uk

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.

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 Reception, Mole Valley District Council, Pippbrook, Dorking, RH4 1SJ from 8.30am to 5.00 pm Monday to Friday. Please make an appointment by calling 01306 879287.

A request can be made to the Ballot Holder for a copy of the list from an individual or group that represents 5% or more of those who are liable for any proposed BID levy, provided that:

- the request is made in writing to Mole Valley District Council
- the request identifies the BID ballot
- that the person or group of persons making the request intends to make use of the information requested only for the purpose of canvassing persons entitled to vote in the BID ballot

Name and address of the BID proposer

Georgina Dawkins
BID Development Manager
Dorking Town Partnership
156 South St, Dorking RH4 2HF

Tel. 07979 802593

Email georgina@dorkingtownpartnership.co.uk

The BID Proposal is also be downloadable in pdf format from www.dorkingtownpartnership.co.uk

BID timeline

Thursday 16 March 2017	Notice of Ballot
Wednesday 29 March 2017	Ballot Papers sent 1st Class post
Thursday 30 March 2017	Ballot period begins
5pm on Monday 17 April 2017	Deadline for proxy requests
5pm on Thursday 27 April 2017	Close of Ballot
Friday 28 April 2017	Issue of Result

Date of this notice: 16 March 2017