

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

**NOTICE OF BALLOT**

**PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR  
BRENTWOOD, SHENFIELD AND INGATESTONE**

This is to give notice that a ballot is to be held on the proposal of Brentwood Business Partnership to introduce a Business Improvement District (BID) for Brentwood, Shenfield and Ingatestone. You can obtain a copy of the BID Proposal Document from the BID Promoters by emailing [info@brentwoodbusinesspartnership.co.uk](mailto:info@brentwoodbusinesspartnership.co.uk).

The ballot will be conducted entirely by post by **The Ballot Holder, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.**

Ballot Papers will be sent to those eligible to vote on **Friday 26th May 2023** for return no later than **5pm on Thursday 29th June 2023** (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 **Brentwood Borough Council** database for each hereditament (business premise) 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.

**Appointment of Proxy**

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf. A proxy can be appointed no later than **5pm on Sunday 18th June 2023.** Applications to appoint a proxy must be submitted to **The Ballot Holder, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.**

An application for the appointment of a proxy must be made in writing and:

- a) vote (the applicant) wishes to appoint as a proxy;
- b) state the full name and address of the person whom the person entitled to 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 **The Ballot Holder, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY** no later than **5pm on Friday 23rd June 2023.**

## Lost Ballot Papers

If a ballot paper has **not** been received by four working days prior to the day of the ballot, persons eligible to vote may apply to **The Ballot Holder, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY**, for a replacement paper in writing as follows:

- a) A letter in hardcopy form along with the appropriate 'evidence of identity'.
- b) A scan of both the letter and the 'evidence of identity' attached to an email to **elections@brentwood.gov.uk**

The letter should be addressed to **The Ballot Holder, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY**. 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 a person eligible to vote inadvertently spoils their ballot paper in such a manner that it cannot be conveniently used as a ballot paper, it can be returned to **The Ballot Holder, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY**.

On receipt of the spoilt ballot paper, the Ballot Holder will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by the Ballot Holder later than three working days before the day of the ballot.

## Count of Ballot Papers

Ballot papers will be counted and the result will be declared on **Friday 30th June 2023**.

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
- e) and if applicable: the total number of ballot papers rejected
- f) the total number of hereditaments included in ballot
- g) the total aggregate rateable value of hereditaments included in ballot

For the BID Ballot to be successful there must be:

- 1. A majority in favour of the BID in the number of those voting
- 2. A majority in favour of the BID in the proportion of rateable value of those voting

## **Further details of the BID Proposal**

Information on the BID is available on the Brentwood Business Partnership website at [www.brentwoodbusinesspartnership.co.uk](http://www.brentwoodbusinesspartnership.co.uk).

If you require further information on the BID, please contact the Brentwood Business Partnership Chair, Kaye Thurgood, by email at [info@brentwoodbusinesspartnership.co.uk](mailto:info@brentwoodbusinesspartnership.co.uk).

Issued by:

**The Ballot Holder, Jonathan Stephenson, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.**

Dated Monday 15th May 2023