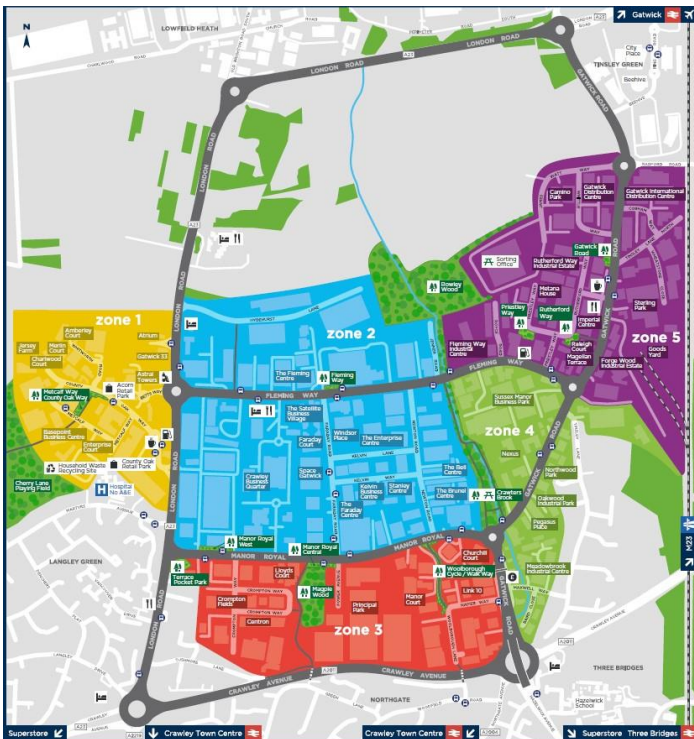


STATEMENT OF BALLOT

Proposed Arrangements for the Manor Royal Business Improvement District

The Manor Royal Business Improvement District was first created in April 2013 following a ballot among eligible non-domestic ratepayers within the boundary area indicated on the map below. Manor Royal Business District Ltd is now proposing that the BID should be renewed for a further five year term commencing April 2023 through a ballot to be conducted by Crawley Borough Council.



The streets are in the BID area, either in whole or in part are shown on the enclosed yellow ballot paper.

Manor Royal Business District Ltd's proposal describes how the BID will provide services to Manor Royal as well as to ensure that business interests on issues effecting Manor Royal are collectively represented.

For a copy of the Proposal visit www.manorroyal.org/BID3 or contact the Executive Director of Manor Royal Business District, Steve Sawyer on 01293 813866, steve@manorroyal.org

Ballot process

The ballot is conducted in accordance with Part 4 of the Local Government Act 2003 and The Business Improvement Districts (England) Regulations 2004. The ballot is in relation to BID proposals which have been submitted by the Manor Royal BID Company (MRBD Ltd) as required by Regulation 4(2). This statement provides an explanation of the arrangements for the BID ballot.

The BID arrangements and proposals are described in detail in the BID Business Plan submitted by the Manor Royal BID Company (MRBD Ltd) to Crawley Borough Council.

The ballot is a secret ballot and will be conducted entirely by post under the direction of The Ballot Holder, Electoral Services, Crawley Borough Council, Town Hall, The Boulevard, Crawley RH10 1UZ.

Who can vote in the ballot?

The voting list is based on the National Non-Domestic Rating (NNDR) List and each hereditament (or rateable address) has its own ballot paper and the hereditament to which the ballot paper applies is printed on the ballot paper itself. There is one vote per rated unit, or 'hereditament', so some businesses may have more than one vote.

Appointment of proxies

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for, example, if they were going to be away at the time of the ballot).

Applications to appoint a proxy must be submitted to The Ballot Holder at the above address not later than 5.00pm on 19th February 2023.

An application for the appointment of a proxy must be made in writing and: state the full name and address of the person to be appointed as proxy, state the address of the applicant's hereditament, be signed by the applicant, contain a statement by the applicant that they have consulted the proxy and that that person is capable of being and willing to be appointed.

Alternatively, you may arrange for the ballot paper to be sent to someone else within your business so long as that person is located at either the address of the business within the BID area, or at your principal place of business within England. You can do this by advising my office stating the name and address of the person to whom the ballot paper should be sent and details of their position in your business. If you wish to appoint a proxy or nominate a voter to vote on your behalf please do so in plenty of time.

Lost ballot papers

If you (or your proxy - if one is appointed) do not receive your ballot paper by 5pm on 23rd February 2023 you may apply to The Ballot Holder at the above address for a replacement, including evidence as to your identity.

Spoilt ballot papers

If you spoil your ballot paper, you can return it to The Deputy Ballot Holder by not later than 5pm on 24th February 2023 either by post or in person and you will be issued with a replacement.

How to complete the ballot paper

To complete the ballot paper you must:

- check that the address of the property printed on the ballot paper is the one in respect of which you are entitled to vote
- place a cross (X) in either the 'YES' box or the 'NO' box on the ballot paper
- sign the ballot paper in the space provided and write your name and the position that you hold in block capitals

The ballot paper must be returned to The Ballot Holder in the envelope supplied to arrive not later than 5pm on the **1st March 2023**. Any ballot paper, which is not signed or unmarked or is otherwise considered void for uncertainty will not be counted.

The count of ballot papers and declaration of result

Ballot papers will be counted at 530pm on Wednesday 1st March 2023 to confirm

- a) a 25% turnout of eligible voters for the vote to be carried
- b) to ascertain over 51% in favour
- c) those in favour represent over 51% of the collated rateable value of those who vote for the ballot to be successful.

How you vote will be kept secret.