

Contact: **Steve Sawyer (Executive Director)**
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Date: **09 May 2022**



The Rt Hon. Michael Gove
Secretary of State for Levelling Up, Housing & Communities
C/O Edward Stanislas
Local Taxation Division, DLUHC
Fry Block/South East/2nd Floor
2 Marsham Street
London
SW1 4DF

SENT BY EMAIL AND BY POST (Edward.Stanislas@communities.gov.uk)

Dear Minister,

Manor Royal Business District BID – Intention to hold a ballot

As per the BID Regulations (2004) please accept this letter as being more than the 84 days notification required of the intention of requesting the billing authority to put the BID proposals to ballot:

Name of BID: Manor Royal Business District

Name of Billing Authority: Crawley Borough Council

Contact Details: Steve Sawyer (Executive Director), Manor Royal BID, Unit 38 Basepoint Business Centre, Metcalf Way, Manor Royal Business District, Crawley, West Sussex, RH11 7XX

Start date of ballot: 02 February 2023

Final day of ballot: 01 March 2023

Start of BID term: 01 April 2023

If you have any questions, please contact me at the above address. In the meantime, I look forward to receiving your confirmation that you have been properly notified, as required by the Regulations.

Yours sincerely

Steve Sawyer
Executive Director
Manor Royal Business District Ltd

cc: Natalie Brahma-Pearl (Chief Executive, Crawley Borough Council), Andrew Oakley (Democratic Services, Crawley Borough Council), Clem Smith (Head of Economic and Environmental Services, Crawley Borough Council)