

Contact: **Steve Sawyer (Executive Director)**
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Email: steve@manorroyal.org
Date: **15 December 2017**



Natalie Brahma-Pearl (Chief Executive)
Crawley Borough Council
Town Hall
The Boulevard
Crawley, West Sussex
RH10 1UZ

Dear Natalie

Notice to request Crawley Borough Council to hold a Business Improvement District (BID) Renewal Ballot on behalf of the Manor Royal BID Company (MRBD Limited).

As per the BID Regulations (2004) please accept this letter as notification of the intention of requesting the billing authority to instruct the ballot holder to hold a BID ballot for the Manor Royal BID. We propose that this takes place throughout February 2018 as follows:

Start of ballot: 02 February 2018
Ballot Day: 01 March 2018 at 5pm
Formal start of BID2: 01 June 2018.

The proposer of the Manor Royal BID is the Manor Royal BID Company (MRBD Limited). MRBD Limited was established in 2013 expressly for the purpose of running the Manor Royal BID and will be the BID Body for the Manor Royal BID should it be renewed.

I am pleased to enclose the following documentation:

- Our BID Proposal document (including the proposed projects and technical details, consultation undertaken, financial matters, governance arrangements, map of the proposed BID area etc.)
- The draft Operating Agreement between Crawley Borough Council and MRBD Limited (including our BID Levy Rules / Arrangements), drafted in consultation with officers of the Council and for signature should the BID Ballot be successful.
- The draft Baseline Statements with the various authorities
- A copy of the notice sent the Secretary of State

This information is available via the BID office and on the Manor Royal BID website www.manorroyal.org

In line with Regulation 4 of the Business Improvement District Regulations (2004) I confirm that:

- The cost of holding the BID Ballot can be covered by the BID Proposer (MRBD Limited), if required.
- As far as we are aware these proposals do not conflict with any formally adopted Council policy.
- Extensive consultation has been undertaken as described in the BID Proposal and available on our website.

I trust this meets with your approval and am happy to answer any questions you may have.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Steve Sawyer'.

Steve Sawyer
Executive Director
Manor Royal Business District Ltd