

## Democratic Services

Contact: **Andrew Oakley**

Email: **elections@crawley.gov.uk**

Direct Line: **01293 438572**

Date: **17 January 2018**



Dear Sir/Madam

### MANOR ROYAL BUSINESS IMPROVEMENT DISTRICT RENEWAL BALLOT

I am writing to you as the rate payer for [REDACTED]  
Crawley, West Sussex, RH11 7ST.

The council has received an instruction to hold a ballot on a proposal to renew a Business Improvement District (BID) for the Manor Royal Business District.

Businesses in the area have the opportunity to vote YES or NO in a postal ballot. By law, the 'Ballot Holder' is the Returning Officer for Crawley Borough Council. Day to day administration of the process will be carried out by the Council's independent Electoral Services team.

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.

To help ensure that the ballot paper is sent to the right person please let us know who will be the named voter is by completing the attached form. For example, this may be an accounts or assets manager at head office, or the local manager of the business.

The law also allows the rate payer to appoint a named proxy, who will cast the vote on the rate payer's behalf. **I have enclosed a named voter/proxy application form for you to either appoint a proxy to vote on your behalf, or tell us who the named voter is. Please return this form in the pre-paid envelope provided.** Although a proxy can be appointed during the ballot period, it would be preferable to do this before ballot papers are sent out, this will avoid you having to pass on the ballot paper. The key dates for the ballot are:

Notice of Ballot	17 <sup>th</sup> January	Ballot Papers to be returned by	1 <sup>st</sup> March 5pm
Ballot Papers posted	29 <sup>th</sup> January	Declaration of result	2 <sup>nd</sup> March

You can find out more about the BID proposals at [www.manorroyal.org](http://www.manorroyal.org) or by contacting the Executive Director of Manor Royal Business District, Steve Sawyer on 01293 813 866 or [steve@manorroyal.org](mailto:steve@manorroyal.org).



If you have any questions about the ballot process itself, please contact Andrew Oakley in Electoral Services – [andrew.oakley@crawley.gov.uk](mailto:andrew.oakley@crawley.gov.uk) or telephone 01293 438346.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Natalie Brahma-Pearl'.

Natalie Brahma-Pearl  
Ballot Holder

## Named voter/proxy application form

NNDR property reference:	Full property description and address
48280007N 	

### About the ratepayer

I am the person entitled to vote in the BID Ballot for the above address

Name	
Position in company	
Ratepayer company name and address for ballot paper	
Telephone*	
Fax*	
Email*	

\* you do not need to give these details but they help us to contact you if there is a query

### About the proxy

I wish to appoint the following person as my proxy.

I confirm that my proxy has been consulted and is able and willing to be appointed:

Name	
Position in company	
Address	
Postcode	
Telephone*	
Fax*	
Email*	

\* you do not need to give these details but they help us to contact you if there is a query

### Signed by or for the Ratepayer

Only the voter needs to sign this form. There is no need for the proxy to sign.

Signature	
Print name	
Date	

Please return the form in the envelope provided to Electoral Services, Crawley Borough Council, Town Hall, Crawley, RH10 1UZ. Or you can scan the completed form and email it to: [elections@crawley.gov.uk](mailto:elections@crawley.gov.uk)

Please return this form by Thursday 25 January 2018 to name a person to receive the ballot paper, or no later than 5.00pm on Monday 19<sup>th</sup> February 2018 if appointing a proxy.