



## MANOR ROYAL BUSINESS IMPROVEMENT DISTRICT (BID)

# NOTICE OF BALLOT

A ballot is to be held on the proposal of the **Manor Royal BID Company (MRBD Ltd)** to renew the Manor Royal Business Improvement District (BID).

You should have already received a copy of the BID proposal from the BID Proposer.

The ballot will be conducted entirely by post by the Ballot Holder for the Crawley Borough Council, Town Hall, The Boulevard, Crawley RH10 1UZ

### Who can vote?

Persons eligible to vote in the ballot will be the non-domestic ratepayers listed on the Council's database for each hereditament (business premise) situated in the geographical area of the proposed BID as at the date of this Notice with a rateable value of £12,000 or more. 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.

### Issue of Ballot Papers

Ballot papers will be sent to those eligible to vote on Friday 29<sup>th</sup> January 2018 for return by no later than 5pm on Thursday 1<sup>st</sup> March 2018 (the "day of the ballot").

### Appointment of Proxy

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if you are going to be away at the time of the ballot). An application for the appointment of a proxy must be made in writing and received by the Ballot holder at the address above by 5pm Monday 19<sup>th</sup> February 2018.

### Lost Ballot Papers

If a ballot paper has not been received by Friday 23<sup>rd</sup> February 2018 person eligible to vote or their proxies may apply to the Ballot Holder for a replacement, providing evidence of identity.

### Spoilt Ballot Papers

If you inadvertently spoil your ballot paper in such a manner that it cannot be conveniently used as a ballot paper, please return it the Ballot Holder at the above address. 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 later than three working days before the day of the ballot.

### 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.

### Count of Ballot Papers

Ballot papers will be counted at 5.30pm on Thursday 1<sup>st</sup> March 2018 and the result will be announced by Friday 2<sup>nd</sup> March 2018.

### Further Details on the BID Proposal

Further details on are available from Steve Sawyer Manor Royal Business District Ltd, Unit 38 Basepoint Business Centre, Metcalf Way, Manor Royal Business District, Crawley, RH11 7XX and are available at [www.manorroyal.org](http://www.manorroyal.org) Email: [steve@manorroyal.org](mailto:steve@manorroyal.org)

### Natalie Brahma-Pearl

#### Ballot Holder

Electoral Services  
Crawley Borough Council  
Town Hall, The Boulevard  
Crawley RH10 1UZ

Email: [elections@crawley.gov.uk](mailto:elections@crawley.gov.uk)

Date: 17 January 2018