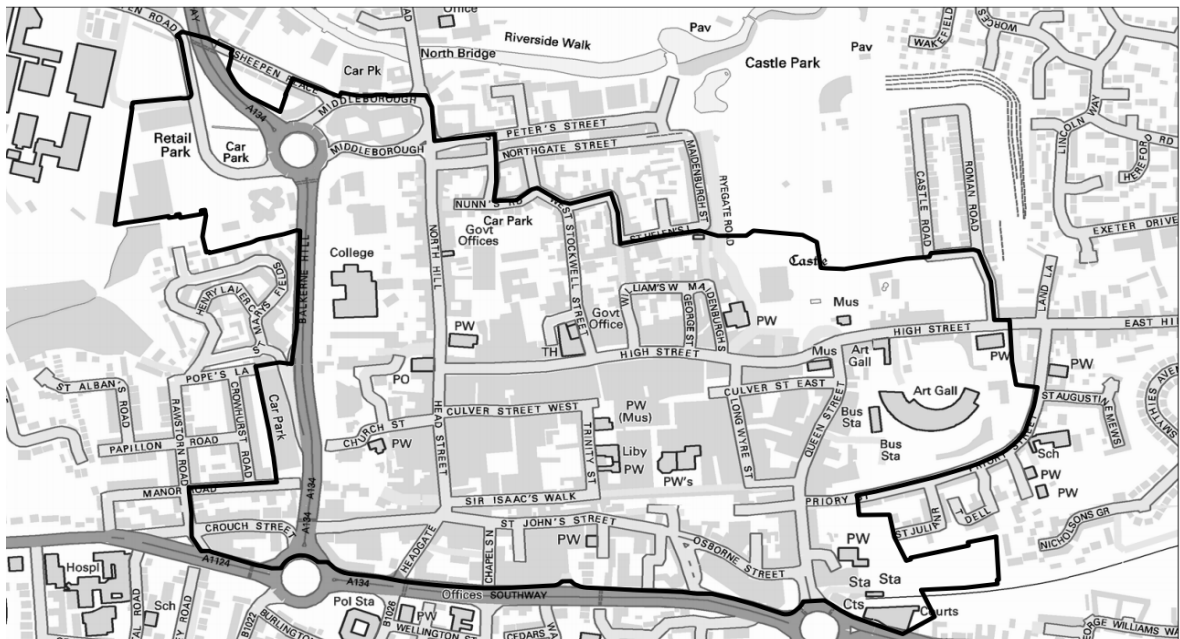


Notice of Ballot and arrangements for the ballot

A ballot is to be held on the proposal of Our Colchester Limited, to promote a Business Improvement District (BID) in the area of Colchester Town Centre for 5 years from Monday 1 October 2018. The proposed BID area is shown enclosed within the black line in the plan below.

The ballot will be taken entirely by post, with votes to be returned by 5pm on the day of the ballot, which is **Thursday 28 June 2018**.

The ballot holder is Adrian Pritchard, the Returning Officer/Electoral Registration Officer for Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG.



Who Can Vote?

Those eligible to vote in this ballot will be those non-domestic ratepayers listed in the Council's records for each eligible hereditament (rateable property) which is situated within the geographical area of the proposed BID as at the date of this Notice and with a **rateable value of £15,000 or more**.

Each ratepayer entitled to vote has one vote for each occupied hereditament (or, if unoccupied, owned by them) in the geographical area of the proposed BID. Some businesses may receive multiple forms where they occupy/own more than one eligible property in the BID area.

Issue of ballot papers

Ballot papers will be issued by post on **Friday 25 May 2018** and will be accompanied by a separate statement of the BID proposal explaining the BID and the ballot arrangements and a reply envelope for the return of the ballot paper.

Close of ballot

Ballot papers should be returned as soon as possible after they are received to avoid possible postal delays. To be included in the count, ballot papers must be returned by post to the Ballot Holder, Electoral Services, Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG using the envelope provided by no later than 5 pm on **Thursday 28 June 2018**.

Who will the ballot paper be sent to?

Ballot papers will be sent to the address of the hereditament, or their nominated representative. If no appropriate person was named in this process, the ballot paper will be addressed to "The Manager".

Appointing someone else to vote (a proxy)

The person entitled to vote may appoint any one person as a proxy to vote on his or her behalf if, for example, that person is ill in hospital, living abroad or going to be away at the time of the ballot. The Government's Regulations state that a ballot paper cannot be sent outside England, so any BID voter with a registered address outside England must designate another person to vote on his/her behalf as a proxy from an address in England.

An application form to appoint a proxy can be obtained from the Ballot Holder. An emailed copy of the form can be obtained by emailing elections@colchester.gov.uk and heading the email "Colchester BID Ballot – Proxy Form request". A proxy form will be emailed to you to complete and return. The deadline for submitting the form to appoint a proxy is 5 pm on **Monday 18 June 2018**.

Lost or spoilt ballot papers

If you have not received a ballot paper by **Friday 22 June 2018** you may apply in writing to **the Ballot Holder** for a replacement paper. The application should be addressed to **Adrian Pritchard, Ballot Holder, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG**. This letter must be signed by the Eligible Voter and proof of the voter's identity must be provided.

If you damage or mark your ballot paper in such a manner that it cannot be conveniently used, you may return it by post or by hand to **Adrian Pritchard, Ballot Holder, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG asking for a replacement**. 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 by the Ballot Holder later than 5 pm on **Monday 25 June 2018**.

Counting of votes

Ballot Papers will be counted and the result published on **Friday 29 June 2018** by 4 p.m. and included on the Borough Council's website (www.colchester.gov.uk). For a BID ballot to be successful there must be a majority of those voting in favour of the proposal, and those voting in favour must represent a majority of the aggregate rateable value of the hereditaments voting.

List of persons entitled to vote and their proxies (if any)

A list of each non-domestic ratepayer, and the address and rateable value of each hereditament in the geographical area of the proposed BID, is available for inspection at the Electoral Services Office, Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG from 9:00 am to 5.00 pm Monday to Friday.

A request can be made to the Ballot Holder for a copy of the list from an individual or group that represents 5% or more of those who are liable for any proposed BID levy, provided that:

- the request is made in writing to Colchester Borough Council
- the request identifies the BID ballot
- the person or group of persons making the request intends to make use of the information requested only for the purpose of canvassing persons entitled to vote in the BID ballot

Name and address of the BID proposer

Our Colchester Limited,
Carl Milton c/o Fiona Wright, The Masters House, 19 Lower Brook Street, Ipswich, IP4 1AQ.
(Tel: 0845 1553030).
The BID proposal is available on request from the BID proposer.

Bid timeline	
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Wednesday 16 May 2018	Notice of Ballot
Friday 25 May 2018	Ballot papers sent by 1 st class post
Tuesday 29 May 2018	Ballot period commences
Monday 18 June 2018	Deadline for Proxy requests
Thursday 28 June 2018	Day of Ballot
Friday 29 June 2018	Counting of Votes

Adrian Pritchard
Ballot Holder
Rowan House, Sheepen Road, Colchester, CO3 3WG
Dated: Wednesday 16 May 2018