



LANCING BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT (BID)

ADUR DISTRICT
COUNCIL

NOTICE OF BALLOT

A ballot is to be held on the proposal of **Lancing Business Park Ltd** to renew the Lancing Business Park Business Improvement District (BID).

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

The ballot will be conducted entirely by post by **Electoral Reform Services, 33 Clarendon Road, London, N8 0NW**

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 £7,001 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 Thursday 14th June 2018 **for return by no later than 5pm on Thursday 12th July 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 2nd July 2018.

Lost Ballot Papers

If a ballot paper has not been received by Friday 6th July 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 on **Friday 13 July 2018** and the result will be announced shortly after 2nd March 2018.

Further Details on the BID Proposal

Further details on are available from Suzy Bastable, BID Manager for Lancing Business Park Email: suzy@lancingbusinesspark.co.uk c/o Modern Moulds Business Centre, 2-3 Commerce Way, Lancing, West Sussex, BN15 8TA and are available at www.lancingbusinesspark.co.uk

**The Billing Authority
Adur District Council
The Town Hall
Chapel Road
Worthing
West Sussex**

30/05/18