

**LOCAL GOVERNMENT ACT 2003  
BUSINESS IMPROVEMENT DISTRICT (ENGLAND) REGULATIONS 2004**

**NOTICE OF BALLOT**

**PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR SHEFFIELD CITY CENTRE (2021-2026)**



SHEFFIELD**BID**

This is to give notice that a ballot is to be held on the proposal of Sheffield City Centre BID Limited to renew the Business Improvement District (Sheffield BID). You can obtain a copy of the BID Proposal Document from the BID Promoters at Sheffield Technology Parks, Arundel Street, Sheffield S1 2NS or online at [www.sheffieldbid.com](http://www.sheffieldbid.com).

The ballot will be conducted entirely by post by the Ballot Holder Sheffield City Council (Town Hall, Pinstone Street, Sheffield S1 2HH). Ballot Papers will be posted to those eligible to vote on 25 January. The postal ballot opens on 29 January and ballot papers must be returned no later than 5pm on 25 February (the “day of the ballot”).

**Who can vote in the BID Ballot?**

Persons eligible to vote in the ballot will be the non-domestic ratepayer listed on the national non-domestic ratings database (2017) for each hereditament (business premise) that has a rateable value of £40,000 or above and which is situated in the geographical area of the proposed BID - as at the date of this Notice. 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.

**The BID Area**



### Appointment of Proxy

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf. A proxy can be appointed no later than 5pm on **15 February**. Applications to appoint a proxy must be submitted to the Ballot Holder (**James Henderson, Ballot Holder, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH**).

An application for the appointment of a proxy must be made in writing and:

- a. state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as a proxy;
- b. state the address of the applicant's hereditament or hereditaments;
- c. be signed by the applicant; and
- d. contain a statement by the applicant that the proxy so named has been consulted and is capable and willing to be appointed.

A proxy appointment may be cancelled by notifying the Ballot Holder (James Henderson, Ballot Holder, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH) no later than 5pm on **20 February**.

### Lost Ballot Papers

If a ballot paper has not been received by **19 February** persons eligible to vote may apply to the Ballot Holder (James Henderson, Ballot Holder, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH) for a replacement paper in writing as follows:

- a. A letter in hardcopy form along with the appropriate 'evidence of identity'.
- b. A scan of both the letter and the 'evidence of identity' attached to an email to james.henderson@sheffield.gov.uk.

The letter should be addressed to the Ballot Holder, (James Henderson, Ballot Holder, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH). The letter must be signed by the Eligible Voter and evidence of the voter's identity must be provided in the form of one of the following:

- a. Signed **Letterhead** for the appropriate company
- b. A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament
- c. A signed **photocopy** of an item of personal ID such as a **Passport** or **Driving Licence**. Please do not send original copies of ID or Bills.

### Spoilt Ballot Papers

If a person eligible to vote inadvertently spoils their ballot paper in such a manner that it cannot be conveniently used as a ballot paper, it can be returned to the Ballot Holder (James Henderson, Ballot Holder, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH).

On receipt of the spoilt ballot paper, the Ballot Holder/Scrutineer will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by the Ballot Holder/Scrutineer later than three working days before the day of the ballot.

### **Count of Ballot Papers**

Ballot papers will be counted from 5.30pm on **25 February** and the result of the ballot will be announced on **26 February**

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.

### **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.

### **Declaring the result**

The ballot result will declare:

- The total number of valid votes cast
- The total aggregate rateable value of valid votes cast
- The total number of valid votes cast in favour of the BID
- The total aggregate rateable value of valid votes in favour of the BID
- And if applicable: the total number of ballot papers rejected
- The total number of hereditaments included in ballot
- The total aggregate rateable value of hereditaments included in ballot

For the BID Ballot to be successful there must be:

- A majority in favour of the BID in the number of those voting
- A majority in favour of the BID in the proportion of rateable value of those voting

### **Further details of the BID Proposal**

If you require further information on the BID, please contact Sheffield BID at [enquiries@sheffieldbid.com](mailto:enquiries@sheffieldbid.com) or telephone 0114 339 2015. Alternatively, information on the BID is available on the Sheffield BID website at [www.sheffieldbid.com](http://www.sheffieldbid.com).

Issued by:

### **The Ballot Holder**

James Henderson, Ballot Holder, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH

**13 January 2021**