



**PLANNING etc (SCOTLAND) ACT 2006
BUSINESS IMPROVEMENT DISTRICTS (SCOTLAND) REGULATIONS 2007**

NOTICE OF BALLOT

PROPOSED RENEWAL OF THE BUSINESS IMPROVEMENT DISTRICT FOR PETERHEAD

This is to give notice that a ballot is to be held on the proposal of the Rediscover Peterhead BID to renew the Business Improvement District (BID) for Peterhead. You will receive a copy of the BID Proposal Document with your ballot paper.

The ballot will be conducted entirely by post by the Independent Scrutineer, **Civica Elections Services of 33 Clarendon Road, London N8 0NW**. Ballot Papers will be sent to those eligible to vote on **Thursday 18th August 2022** for return to them by no later than **5pm on Thursday 29th September 2022** (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 Council’s database for each property (business premise) 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 property occupied or (if unoccupied) owned by them in the geographical area of the proposed BID. Please bear in mind only one numerical vote is granted to eligible owners or tenants for all the properties they own or lease in the area. The rateable value vote however is specific to each property.

Appointment of a Proxy

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if they are going to be away at the time of the ballot). Applications to appoint a proxy must be submitted to Civica Election Services (CES) at the above address no later than **5pm on Monday 19th September 2022**. 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(es) of the applicant’s property or properties;
- 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 CES at the address above no later than **5pm on Saturday 24th September 2022**.

Lost Ballot Papers

If a ballot paper has **not** been received by **Tuesday 20th September 2022** you may apply to CES for a replacement paper in writing by supplying **ONE** of the following:

- a) A letter in hard copy form along with the appropriate 'evidence of identity';
- b) A scan of both the letter and the 'evidence of identity' attached to an email; or
- c) A fax copy of both the letter and the 'evidence of identity'.

The letter should be addressed to The Independent Scrutineer, Civica Election Services, The Election Centre, 33 Clarendon Road, London N8 0NW. Alternatively, you can email **bids@cesvotes.com**. 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) A signed **Letterhead** for the appropriate company; or
- b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the property; or
- 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 you inadvertently spoil your ballot paper in such a manner that it cannot be conveniently used as a ballot paper, please return it to CES (address overleaf). On receipt of the spoilt ballot paper, CES will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by CES later than three working days before the day of the ballot.

Count of Ballot Papers

Ballot papers will be counted on **Friday 30th September 2022**, and the result of the ballot will be announced shortly after.

For a BID ballot to be successful there must be a minimum of 25% turnout of eligible business in the area both by number and aggregate rateable value. Of those voting there needs to be a majority of 50% or more in favour both by number and by combined rateable value of the properties 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 holder shall certify:

- a) the total number of votes cast in the ballot excluding any votes given on ballot papers rejected under the conditions above;
- b) the aggregate rateable value of each relevant property in respect of which a person voted in the ballot;
- c) the total number of votes cast in favour of the question asked in the ballot;
- d) the total number of votes cast against the question asked in the ballot;
- e) the aggregate rateable value of each relevant property in respect of which a person voting in the ballot has voted in favour of the question asked; and
- f) the aggregate rateable value of each relevant property in respect of which a person voting in the ballot has voted against the question asked.

For the BID Ballot to be successful there must be:

- i. A minimum of 25% turnout of eligible business in the area both by number and aggregate rateable value.
- ii. A majority in favour of the BID in the number of those voting; and
- iii. 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 Linda Hendry, BID Manager | 07741 628275 | manager@rediscoverpeterhead.co.uk

Alternatively, information on the BID is available from www.rediscoverpeterhead.co.uk