

Notice of Ballot

and arrangements for the ballot

Date of this notice: Monday 9 October 2023

A ballot is to be held on a proposal to renew a Business Improvement District (BID) called Sunderland BID for an area around Sunderland City Centre.

The ballot will be taken entirely by post, with votes to be returned by 5pm on the day of the ballot, which is **Tuesday 28 November 2023**. The Ballot Holder is Patrick Melia, the Chief Executive and Returning Officer for Sunderland City Council.

This ballot is being run by Sunderland City Council on behalf of Sunderland BID (Sunderland Business Improvement District Ltd).

Who can vote?

Those eligible to vote in this ballot are the non-domestic ratepayers listed in the Council's records for each hereditament (rateable property) which is situated in 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 BID.

Issue of ballot papers

Ballot papers will be posted to the hereditament address or the address supplied on a Named Voter form on Friday 27 October 2023.

Close of ballot

To be included in the count, ballot papers must be returned to the Ballot Holder at the address on the next page by **5pm on Tuesday 28 November 2023**.

Who will the ballot paper be sent to?

Ballot papers have to be sent to either the address of the hereditament or the principal place of business within England of the person entitled to vote.

Experience from other BID ballots has shown that it is good practice to send ballot papers to named individuals who will be responsible for casting the vote, especially in large businesses.

A **'Named Voter form'** containing the name and address of the person identified as being responsible for casting the vote is included along with this Notice of Ballot.

If the person identified **IS NOT** the person responsible to cast the vote, you should modify the Named Voter form and return it by post, or scan attached to an email, to Electoral Services (address on next page) by no later than 5pm on **Thursday 26 October 2023** so that ballot paper(s) can be sent to the correct person.

Note: If no appropriate person is identified or named, the ballot paper will be addressed to 'The Business Ratepayer'.

Appointing someone else to vote (a proxy)

The person eligible to vote may appoint any one person as a proxy to vote on their behalf, for example, if they are going to be away at the time of the ballot.

An application to appoint a proxy must be in writing, and:

- State the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as proxy;
- State the address of the applicant's hereditament;
- Be signed by the applicant; and
- Contain a statement by the applicant that the proxy so named has been consulted and is capable of being and willing to be appointed.

Proxy appointments, using the attached form, must be received by Electoral Services before 5pm on Saturday 18 November 2023, and will be confirmed in writing by the Ballot Holder.

What if a ballot paper is not received by the voter?

If you have not received a ballot paper by Wednesday 22 November 2023, you can apply for a replacement to be issued by contacting us in person, by phone or by e-mail. We will need evidence of the voter's identity.

If you think your ballot paper has been lost, you do not have to wait until Wednesday 22 November 2023. Please get in touch with us as soon as possible (although we will not send out any replacements until Thursday 23 November 2023).

Counting of votes

Ballot papers will be counted on Thursday 30 November 2023 at The Yard, Keel Square, Sunderland SR1 3AW and the result will be published that day on the council's website www.sunderland.gov.uk and Sunderland BID's website www.sunderlandbid.co.uk.

For the BID ballot to be successful there must be a majority of those voting in favour of the proposal, both in terms of the numbers voting AND also the aggregate rateable value represented by those voting.

Requesting a copy of the BID proposals

Regulation 4(3) of the Business Improvement Districts (England) Regulations 2004 allows each person entitled to vote to request a copy of the BID proposals from the BID proposer. The address of the proposer is shown below.

Name and address of the BID proposer

Sunderland Business Improvement District Limited
Suite 0.2
The Yard
Gill Bridge Avenue
City Centre
Sunderland
SR1 3AW

Telephone: 0191 7221002 Email: info@sunderlandbid.co.uk Web: www.sunderlandbid.co.uk

Ballot Holder Address and Contact Details

Ballot Holder
Electoral Services
Sunderland City Council
City Hall
Plater Way
Sunderland
SR1 3AA

Email: elections@sunderland.gov.uk

Telephone: 0191 520 5550



Patrick Melia
Ballot Holder

BID timetable

Monday 9 October 2023	Notice of Ballot, Named Voter form and Proxy application form sent to persons entitled to vote
5pm Thursday 26 October 2023	Deadline for returning the Named Voter form
Friday 27 October 2023	Ballot Arrangements and Ballot Paper sent to persons entitled to vote (or proxy if appointed)
5pm Saturday 18 November 2023	Deadline for appointing a proxy
Thursday 23 November 2023	Replacement ballot papers to be issued for lost papers (where requested)
Thursday 23 November 2023	Deadline for re-issuing spoilt ballot papers
5pm Thursday 23 November 2023	Deadline for cancelling proxy applications
5pm Tuesday 28 November 2023	Deadline for receipt of ballot papers to Ballot Holder (close of ballot)
Thursday 30 November 2023	Counting of votes