

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

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**NOTICE OF BALLOT AND BALLOT ARRANGEMENTS**

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**PROPOSED MANCHESTER ACCOMMODATION BUSINESS  
IMPROVEMENT DISTRICT – BID BALLOT**

This is to give notice that a ballot is to be held on the proposal of the Manchester Accommodation Business Improvement District to introduce a Business Improvement District (BID) for hotels and serviced apartments in Manchester City Centre and an adjoining area of Salford.

Civica Election Services (“CES”) of 33 Clarendon Road, London, N8 0NW have been appointed under regulation 6 of ‘The Business Improvement Districts (England) Regulations 2004’ to discharge certain of the Ballot Holder’s functions in relation to the holding of this ballot. The ballot will be conducted entirely by post. Ballot Papers will be sent to those eligible to vote by **Monday 10 October 2022** for return by no later than **5pm on Monday 7 November 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 ratepayers, as at the date of this notice, for hereditaments (business premises) situated in the geographical area of the proposed BID and that would be liable for the BID Levy described in the BID Proposals. Each person entitled to vote in this ballot shall have one vote in respect of each relevant hereditament occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

**Voting**

The person eligible to vote in respect of a hereditament should put a cross (X) in the relevant box on the ballot paper. This should be the box against the word “YES” to vote in favour of the proposed BID or the box against the word “NO” to vote against. The voter must then sign the ballot paper, write their name in block capitals and where the person completing the ballot paper does so on behalf of a company or partnership write their position in that company or partnership.

**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 the Ballot Holder at **ballotholdermanchester@manchester.gov.uk** or write to **Electoral Services Unit, Manchester City Council, Lawton Street, Openshaw, Manchester, M11 2EZ** by no later than **5pm on Friday 28 October 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 who the person entitled to vote (the applicant) wishes to appoint as a proxy;
- b) state the address(es) 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 of being and willing to be appointed.

A proxy form is available upon request from the Ballot Holder at **ballotholdermanchester@manchester.gov.uk**

A proxy appointment may be cancelled by the person entitled to vote by notifying the Ballot Holder at the above email address no later than **5pm on Wednesday 2 November 2022**.

**Lost Ballot Papers**

If a ballot paper has not been received by **Tuesday 1 November 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'; or
- b) A scan of both the letter and the 'evidence of identity' attached to an email;

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 identify must be provided in the form of **ONE** of the following:

- a) A signed **Letterhead** for the appropriate company; or
- b) Emailed back from a company email address

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 **Wednesday 2 November 2022**.

### **Count of Ballot Papers**

Ballot paper will be counted on **Tuesday 8 November 2022**, and the result of the ballot will be announced shortly after.

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:

- a) the total number of valid votes cast;
- b) the total aggregate rateable value of valid votes cast;
- c) the total number of valid votes cast in favour of the BID;
- d) the total aggregate rateable value of valid votes in favour of the BID;
- e) and if applicable, the total number of papers rejected.

For the BID Ballot to be successful, there must be:

- i. A majority in favour of the BID in the number of those voting; and
- ii. A majority in favour of the BID in the proportion of rateable value of those voting

### **Further detail of the BID Proposal**

Regulation 4(3) of the aforementioned regulation entitles a person who would be liable for the BID Levy to request a copy of the BID Proposal from the BID Proposer

If you require a copy or further information on the BID, please contact

Adrian Ellis – Chair, Manchester Hoteliers Association/Manchester Accommodation Business Improvement District

Tel No – 0161 827 4023

Email address – [adrain.ellis@thelowryhotel.com](mailto:adrain.ellis@thelowryhotel.com)

Alternatively, information on the BID is available from **[www.manchesterabid.com](http://www.manchesterabid.com)**

Issued by the Ballot Holder –

Joanne Roney OBE, Manchester City Council, Town Hall, Manchester, M60 2LA

Monday 26 September 2022