

# LONDON BOROUGH OF SUTTON

## SUTTON TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT LOCAL GOVERNMENT ACT 2003

### NOTICE GIVEN PURSUANT TO REGULATION 7 AND SCHEDULE 2 OF THE BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS, 2004

#### 1. Notice

This is to give notice that a ballot is to be held on the proposal to create a Business Improvement District (BID) in the Sutton Town Centre.

#### 2. Who conducts the Ballot?

The ballot will be conducted by the Chief Executive of the London Borough of Sutton, Niall Bolger, who is also the Returning Officer for the Council, Electoral Services, Civic Offices, St Nicholas Way, Sutton, SM1 1EA.

#### 3. Who can vote?

Those eligible to vote in the ballot will be those non-domestic ratepayers listed on the Council's database for each hereditament (business premises) situated in the geographical area of the proposed BID as at the date of this Notice.

Each person entitled to vote has one vote for each hereditament occupied or (if unoccupied) owned by him or her in the geographical area of the proposed BID. Some ratepayers may receive more than one vote if they have more than one property.

If you are not the person to whom the ballot paper should be sent please contact Martha Matheou on 020 8770 5100 or [martha.matheou@sutton.gov.uk](mailto:martha.matheou@sutton.gov.uk). An alternative company address may be given where a ballot paper may be sent – provided that address is in England.

#### 4. Issue of Ballot papers

Ballot papers will be issued by post on **Wednesday 27 June** and will be accompanied by a brochure explaining the BID arrangements, the arrangements for the ballot and an envelope for the return of the ballot paper.

#### 5. Close of Ballot

The ballot will be taken entirely by post. Ballot papers should be returned as soon as possible after they are received to avoid possible postal delays. To be counted, ballot papers must be returned to the Ballot Holder by close of the ballot at **5pm on Thursday 26 July 2012**.

#### 6. Appointing someone else to vote (a proxy)

The person entitled to vote in the BID Ballot may appoint someone else to vote on his or her behalf (a proxy), e.g. if that person is going to be away at the time of the ballot or if the address of the person voting is not in England. The last time and date that a proxy

may be appointed is **5pm on Monday 16 July 2012**. A proxy appointment form is available from London Borough of Sutton Electoral Services.

An application to appoint a proxy must be made in writing to the Electoral Services and must:

- (a) state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as proxy;
- (b) state the address of the applicant's hereditament;
- (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.

## **7. Lost Ballot Papers**

If a ballot paper has **not** been received by **Thursday 19 July 2012** an application may be made to Electoral Services for a replacement, providing evidence of identity.

## **8. Count**

The Ballot Papers submitted will be counted on Friday 27 July at Sutton Civic Offices at 10:00am. The result will be announced at mid-day and will published on the following websites.

[www.successfultutton.co.uk](http://www.successfultutton.co.uk)

[www.sutton.gov.uk](http://www.sutton.gov.uk)

## **9. Further details of the BID proposal**

Further details of the BID proposal are available on the websites:

[www.successfultutton.co.uk](http://www.successfultutton.co.uk)

[www.sutton.gov.uk](http://www.sutton.gov.uk)

Electoral Services  
London Borough of Sutton  
Civic Offices  
St Nicholas Way  
Sutton, SM1 1EA

Tel: 020 8770 5097

Email: [electoralservices@sutton.gov.uk](mailto:electoralservices@sutton.gov.uk)