



IMPORTANT LEVY PAYER INFORMATION FOR THE COLMORE BID BALLOT

USE
YOUR
VOTE!

Over the next two weeks you may receive a series of documents in the post relating to the ballot for Colmore Business District, providing levy payers the opportunity to vote to see the Business Improvement District (BID) continue to a third five-year term from April 2019. The BID levy applies to property units (hereditaments) with a rateable value of £10,000 and above. All BID levy payers have a right to vote. Given the importance of the documents, we have compiled this document to provide you with key information.

See enclosed **Colmore BID Ballot FAQs** or visit colmorebusinessdistrict.com to find out more.

Packages to Expect

The documents will be sent out to hundreds of levy payers across the District. We have tried to alert reception areas and building managers to expect these documents and assist in their safe distribution. The envelopes should look like this one. Look out for it arriving soon.

First Mailing

On **Tuesday 2 October 2018** you will have received the first document: The Notice of Ballot. This was sent to you by ERS (Electoral Reform Services), the independent body conducting the ballot. This notice is a formal notification that the ballot is taking place and will confirm to you how many votes you will have.

At this stage you do not need to do anything other than read the notice, take note of the dates and options you have (e.g. proxy voting) and contact us if you are unsure about anything.

Please contact us on **0121 212 1410** if you have any queries.

Second Mailing

On **Tuesday 16 October 2018**, you will receive your Ballot Paper(s) package by guaranteed delivery. Inside this package you will receive:

- Colmore Business District's Business Plan for a third five-year term;
- A document called 'Ballot Arrangements' (for information only); and
- A pink Ballot Paper / Papers

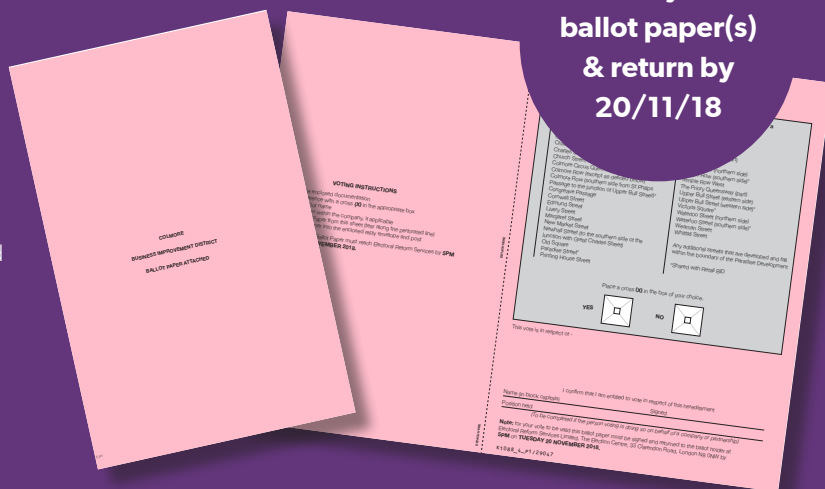
You will need to return your ballot paper(s) in the freepost envelopes provided by **5pm on 20 November 2018**. In order to meet this deadline it is advisable to post your ballot papers as soon as possible. The ballot paper will look like this:

Look out
for this
envelope!



**IMPORTANT!!!
PLEASE DO NOT IGNORE
THESE LETTERS**

Fill in your
ballot paper(s)
& return by
20/11/18



Eligibility to Vote

It is the BID levy payer that is entitled to vote. The levy is determined by the business rates and applies to rateable property units (hereditaments) with a rateable value of £10,000 and above. It does not matter if you do not own your property; if you are a tenant paying business rates and the BID levy, then you have a right to vote. If, however, you are a landlord of a vacant property and you are liable for business rates and BID levy, then the right to vote is yours instead.

Multiple Documents

Some levy payers are eligible to vote more than once. This is because the voting rights are determined by the rateable property units (hereditaments), not the businesses. If you receive more than one ballot paper, this is not a mistake – please vote and return each individual ballot paper. If you have any queries about any ballot papers you receive, please call Colmore Business District on 0121 212 1410.

Names and Addresses

Some ballot papers will be addressed to a specific business, others may be addressed to **"The Owner/Occupier"** but in either case the documents are not circulars or junk mail. Do not destroy them.

Any questions?

Hopefully, you will have already read our BID 3 Business Plan for a third five-year term. If you are eligible to vote you will receive a copy when the ballot papers are sent out. In the meantime, it can be viewed online: colmorebusinessdistrict.com If you receive any documents and you are unsure what to do or are querying whether this applies to you then please contact Colmore Business District on 0121 212 1410 straight away and we'll be happy to help.

See enclosed **Colmore BID Ballot FAQs** for further information

FREQUENTLY ASKED QUESTIONS ABOUT THE COLMORE BID BALLOT

Why is a ballot being held?

Colmore Business District launched in April 2009 as a Business Improvement District for the commercial quarter of Birmingham. BIDs run for terms of five years, and in 2014, Colmore BID entered its second term to continue to deliver services and improvements to the area, funded by a levy on Business Rates paid by local businesses. All projects and services delivered by Colmore BID are in addition to the baseline services provided by Birmingham City Council and West Midlands Police. The BID levy applies to property units (hereditaments) with a rateable value of £10,000 and above.

Colmore BID projects have included public realm enhancements such as Church Street Square and Colmore Square, Security Officers and Ambassadors, deep cleansing of streets and the provision of a dedicated cleaner, floral features, the Colmore Food Festival, Colmore Life Magazine, arts markets and cultural and photography installations.

As Colmore BID approaches the end of its second term, businesses/properties in the area will have the opportunity to vote from 15 October – 20 November to see Colmore BID continue to a third five-year term. The documents that will be sent relate to these voting rights.

For more information about BID 3, the levy and to read our business plan, please visit colmorebusinessdistrict.com

Who is eligible to vote in this ballot?

It is the BID levy payer that is entitled to vote. The levy is determined by the business rates and applies to property units (hereditaments) with a rateable value of £10,000 and above. It doesn't matter if you don't own your property; if you are a tenant paying business rates and the BID levy, then you have a right to vote. If you are a landlord of a vacant property and you are liable for business rates and BID levy, then the right to vote is yours instead.

Why might we have multiple voting rights?

Voting rights are attached to eligible rateable property units (hereditaments), not individual businesses. A business with multiple hereditaments may, therefore, have more than one vote. Hereditaments are prescribed by the Council's rating list for Business Rates purposes. There may, therefore, be small discrepancies in what you perceive your occupied space to be and what your formal hereditament(s) is.

ABC Limited actively uses office space across two floors, but has the following three hereditaments:

1. 2nd floor, Newhall Towers
2. Part 3rd floor, Newhall Towers
3. Part 4th floor, Newhall Towers (even though they never use it)

In this example, ABC Limited would receive three ballot papers and would be entitled to vote three times.

We will try to alert levy payers who are responsible for multiple hereditaments. Please remember:

1. Whilst you may only have one address, you may receive multiple ballot papers;
2. That this is not a mistake; and
3. That you must return all ballot papers sent to you in order to fully exercise your voting rights.

Why are our documents addressed to "The Owners / Occupier"?

On 17 September 2018, Colmore BID had to submit a list of hereditaments with voting rights. We have conducted extensive research, contacting businesses by email and phone to establish the levy payer at each property and the identity of the person who should receive the ballot paper. Where we could not establish this, the documents are addressed to "The Owner / Occupier".

If you gave us a named contact and this has changed, it is now too late to alter these names. Please tell the named contact to pass the ballot paper on within your business to the correct person and email us to update our records: clairej.smith@colmorebid.co.uk

Within our business, who must sign the ballot paper?

If a named person is due to receive ballot documents, this does not necessarily mean they must cast the vote on your behalf. It is an internal matter for your businesses to decide who votes and signs the ballot paper.

What is the deadline for returning ballot papers?

Your completed ballot papers must be received by the independent ballot body by **5pm on 20 November 2018**.

If you have any questions about this process, your potential voting rights and what to do, please contact the Colmore BID Office by calling 0121 212 1410 and we'll be happy to help.



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About Colmore Business District

Colmore Business District was launched in April 2009 as a business improvement district (BID) for the commercial quarter of Birmingham. The renewal ballot period is from 15 October - 20 November, providing levy payers the opportunity to vote to see Colmore BID continue to a third five-year term from April 2019.

Organisations in Colmore BID have contributed over £8 million since 2009, which have been invested in a number of improvement projects and services in the area. These have included projects with long-term impact such as the creation of Church Street Square; short-term environmental improvements including the deep cleansing of streets and seasonal enhancements; flagship events such as the Colmore Food Festival; community cohesion projects including our Colmore Chorus choir and Community Games; arts and cultural activities; and services to make the District feel safer and more welcoming, such as Ambassadors and Security Officers. The projects and services delivered by Colmore BID are all in addition to the baseline services provided by Birmingham City Council and West Midlands Police.

