



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

BALLOT ARRANGEMENTS

**PROPOSED RENEWAL OF THE BUSINESS IMPROVEMENT DISTRICT
FOR FELIXSTOWE**

IMPORTANT. This letter contains information on how to vote on the proposed renewal for the Felixstowe Business Improvement District (BID).

Explanation of what you have been sent

- (1) A ballot paper for the Felixstowe Business Improvement District (BID) renewal ballot. The rateable address (hereditament) to which this ballot applies is stated on the ballot paper. Some voters will be receiving more than one envelope and set of ballot papers as they are registered as a voter for more than one property.
- (2) Return Envelope. A pre-paid envelope in which to return the ballot paper.

Voting

The person eligible to vote should put a cross (X) in the box of his/her choice, "Yes" to vote in favour of the proposed BID or "No" to vote against. The voter must then sign the ballot paper, write their name in block capitals and write their position in the company or partnership.

The ballot will be conducted entirely by post by the Independent Scrutineer, **Civica Election Services (CES) of The Election Centre, 33 Clarendon Road, London N8 0NW**. Return the completed ballot paper in the enclosed pre-paid envelope. To be counted, the ballot paper must be received by CES no later than **5pm on Thursday 26 March 2026**. Ballot papers should be returned as soon as possible to avoid postal delays.

Appointment of 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 CES at the above address or via email to **bids.UK@civica.com** no later than **5pm on Monday 16 March 2026**. 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 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 and willing to be appointed.

A proxy appointment may be cancelled by notifying CES at the above address no later than **5pm on Saturday 21 March 2026**.

Please see over

Lost Ballot Papers

Ballot Papers will be despatched on **Tuesday 24 February 2026**. If you have not received your ballot paper in the week after this date, please apply for a replacement ballot paper.

CES can provide a replacement request form to aid the process of requesting a replacement and providing all the necessary information. Please email **bids.UK@civica.com** to request one.

You may apply to CES for a replacement paper by supplying **ONE** of the following:

- a) An email sent from a business account including a company email signature; or
- b) A letter in hard copy form along with the appropriate 'evidence of identity'; or
- c) A scan of both the letter and the 'evidence of identity' attached to an email

Any email requests should be sent to **bids.UK@civica.com**. Hard copy requests should be addressed to The Independent Scrutineer, Civica Election Services, The Election Centre, 33 Clarendon Road, London N8 0NW.

Hard copy requests 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 hereditament; 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.

CES will issue any replacements that match the requirements detailed above, from the replacement deadline on **Friday 20 March 2026**.

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 27 March 2026** 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; and
- e) if applicable, the total number of ballot 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 details of the BID Proposal

If you require further information on the BID, please contact Felixstowe BID Manager manager@felixstowebid.co.uk

Alternatively, information on the BID is available from <https://visitfelixstowe.org.uk/>