



**WELWYN HATFIELD BOROUGH COUNCIL
BUSINESS IMPROVEMENT DISTRICT BALLOT
LOCAL GOVERNMENT ACT 2003**

Notice of Ballot

**NOTICE IS GIVEN PURSUANT TO THE BUSINESS IMPROVEMENT DISTRICTS (ENGLAND)
REGULATIONS 2004**

1. Notice

This is to give official notice that a ballot is to be held to continue with a Welwyn Garden City town centre Business Improvement District (BID) in the purple shaded area on the attached plan.

2. Who holds the ballot and who conducts the ballot?

The Ballot Holder is John Merron Returning Officer/Electoral Registration Officer for Welwyn Hatfield Borough Council and will be conducted by the Electoral Services Office.

3. Who is entitled to vote?

Those eligible to vote in the ballot will be those non-domestic ratepayers listed on the Council's database for each eligible hereditament (business premises) situated within the geographical area of the proposed BID as at the date of this Notice, with a **rateable value of £5,000 or more**.

Each person entitled to vote has one vote for each occupied hereditament or (if empty) owned by him or her in the geographical area of the proposed BID. Some businesses may be receiving multiple forms where they occupy/own more than one eligible property in the BID area.

4. 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 ill in hospital, living abroad or going to be away at the time of the ballot. The Government's Regulations state that a ballot paper cannot be sent outside England, so any BID voter with a registered address outside England must designate another person to vote on his/her behalf as a proxy from an address in England.

For a proxy form please e-mail the Electoral Services Office: elections@welhat.gov.uk heading your e-mail "BID Ballot-Proxy Form request". A proxy form will be e-mailed to you to complete and return. The last day that a proxy may be appointed is no later than **5pm 19th October 2026**.

5. Issue of Ballot Papers

Ballot papers will be issued by post on or before **23rd September 2026** and will be accompanied by a letter explaining the BID and the ballot arrangements along with a reply envelope for the return of the ballot paper. There will also be a link which will explain the BID proposal.

6. Close of Ballot

The ballot will be conducted 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 **by post** to

Electoral Services Office Welwyn Hatfield Borough Council The Campus Welwyn Garden City AL8 6AE by close of the ballot at **5pm 29th October 2026**.

7. Lost Ballot Papers

If you have **not** received a ballot paper by **5pm 23rd October 2026** you may apply in writing to the Electoral Services Office for a replacement paper. The letter should be addressed to **The Electoral Registration Officer Welwyn Hatfield Borough Council The Campus Welwyn Garden City AL8 6AE**. The letter 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) Signed **Letterhead** for the appropriate company.
- b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament.
- 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.

Any of the above documents may be scanned and sent by e-mail (as above) as well as by post if that is preferable

8. 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 **Electoral Services Office at Welwyn Hatfield Borough Council The Campus Welwyn Garden City AL8 6AE**. On receipt of the spoilt ballot paper, the Electoral Services Office will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by Electoral Services Office later than **5pm 26th October 2026**.

9. Count

Ballot Papers will be counted and the result published on **30th October 2026 after 2pm**, and included on the Council's website: www.welhat.gov.uk.

10. Further Details of the BID proposal

For further details of the BID proposal or to discuss any aspect of this business plan, please contact the WGC BID Development Team on 01707 497 930 or email: bid@welwyngarden.co.uk or go to www.wgcbid.co.uk.

John Merron, Ballot Holder
Welwyn Hatfield Borough Council