



PLANNING etc (SCOTLAND) ACT 2006

BUSINESS IMPROVEMENT DISTRICTS (SCOTLAND) REGULATIONS 2007

BALLOT ARRANGEMENTS

RENEWAL BUSINESS IMPROVEMENT DISTRICT FOR DUNOON PRESENTS

Important – This letter contains information on how to vote on the proposal for a Renewal Business Improvement District (BID) in Dunoon.

1. Explanation of what you have been sent

- (a) **A ballot paper for the Dunoon BID ballot.** The rateable address (relevant property) 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.
- (b) **Return Envelope.** A pre-paid envelope in which to return the ballot paper.
- (c) **BID Business Plan.** This has been provided by Dunoon Presents, as the BID proposer and gives further information on the BID proposals for you to consider. Dunoon Presents proposes a number of projects aimed at improving the business environment within the BID area. It is up to each person entitled to vote to decide if they are in favour of the BID proposals or not.

2. Voting

The person entitled 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.

Please complete and return all ballot papers sent to you (it is important every ballot paper you receive is completed, signed and returned).

The ballot will be conducted entirely by post. Return the completed ballot paper in the enclosed pre-paid envelope. To be counted the ballot paper must be received by the Returning Officer no later than **5.00pm** on **Thursday 2 March 2023**. Ballot papers should be returned as soon as possible to avoid postal delays.

How a vote is cast will be secret.

3. 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). Applications to appoint a proxy must be sent to the **Returning Officer, Kilmory Headquarters, Lochgilphead, Argyll PA31 8RT** no later than **5.00pm** on **Monday 20 February 2023**. 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 of the applicant's property or properties;
- (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 the Returning Officer at the address above no later than **5.00pm on Friday 24 February 2023**.

4. Lost Ballot Papers (ballots not received)

If a ballot paper has **not** been received by **Tuesday 21 February 2023** you may apply for a replacement paper, in writing. The letter should be addressed to the Returning Officer at the above address. It must be **signed** by the person entitled to vote and must include evidence of your identity. The address and where possible the UPRN should be clearly stated, along with a request for a replacement ballot paper.

5. Spoilt Ballot Papers

If you (or your proxy) spoil the ballot paper before sending it back, you can also apply to the Returning Officer at the above address for a replacement not later than **5.00pm on Thursday 2 March 2023**. No replacement ballot papers can be issued after 5.00pm on that date. You must return your spoilt ballot paper before a replacement can be issued.

6. Count of Ballot Papers

Ballot papers will be counted on **Friday 3 March 2023** at 9.30am. The result will be announced later that day.

For a BID ballot to be successful there must be a return rate of at least 25% in respect of ratepayers and their rateable values; the number of relevant properties of yes voters must exceed the number of relevant properties of no voters; and the aggregate of the rateable values of relevant properties of the yes voters must exceed the aggregate of the rateable values of the no voters.

7. 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.

8. Declaring the Result

The ballot result will declare:

- (a) the total number of votes cast in the ballot excluding any votes given on ballot papers rejected under Paragraph 7 above;
- (b) the aggregate rateable value of each relevant property in respect of which a person voted in the ballot;
- (c) the total number of votes cast in favour of the question asked in the ballot;
- (d) the total number of votes cast against the question asked in the ballot;
- (e) the aggregate rateable value of each relevant property in respect of which a person voting in the ballot has voted in favour of the question asked; and
- (f) the aggregate rateable value of each relevant property in respect of which a person voting in the ballot has voted against the question asked.

9. Further details of the BID Proposal

The BID arrangements and proposals are described in detail in the BID Business Plan (enclosed). Further copies and information are available on request from Dunoon Presents, Colin Moulson, BID Manager, 54-56 Hillfoot Street, Dunoon PA23 7DT, Tel: 01369 704311 Mob: 07834 564415 e-mail: colin@pa23.org.uk (In terms of regulation 5.3 of the Business Improvement Districts (Scotland) Regulations 2007)

For further information on the conduct of the ballot contact the Election Office, Kilmory Headquarters, Lochgilphead, Argyll PA31 8RT, Tel. No. 01546 604322 e-mail: elections@argyll-bute.gov.uk