

Notice of Ballot

and arrangements for the ballot

A ballot is to be held on the proposal to create the Derby Business Improvement District (BID).

The ballot will be conducted entirely by post by the Returning Officer, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS. Votes must be returned by 5pm on the day of the ballot, which is Thursday 12 November 2026.

Who can vote?

Those eligible to vote in this ballot are the non-domestic ratepayers listed in the Council's records for each hereditament (business premises) situated in the geographical area of the proposed BID as at the date of this notice, with a rateable value of £3,000 or more.

Each ratepayer entitled to vote has one vote for each hereditament occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

Issue of ballot papers

Voting packs will be posted by first class mail on **Thursday 15 October 2026**.

Close of ballot

To be included in the count, ballot papers must be returned to the Ballot Holder at Electoral Services, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS by **5pm on Thursday 12 November 2026**. Ballot papers can be returned by post or by hand to Council House Main Reception desk between the hours of 9am to 5pm Monday to Friday up until the above deadline.

Who will the ballot paper be sent to?

Ballot papers must be sent to the address of the hereditament or the principal place of business **within England** of the person entitled to vote.

Experience from previous BID ballots held in Derby and elsewhere in the country, has shown that it is good practice to send ballot papers to named individuals who will be responsible for casting the vote, especially in large businesses.

The enclosed form can be used to nominate someone to vote by proxy on behalf of the business or to confirm who the named individual is.

The form should be returned by Friday 9 October 2026 to ensure the ballot paper is sent to the correct person.

If no appropriate person is named, the ballot paper will be addressed to "the business ratepayer".

Appointing someone else to vote (a proxy)

The person eligible to vote may appoint any one person as a proxy to vote on their behalf, for example, if they are going to be away at the time of the ballot.

- a. An application to appoint a proxy must be in writing, and:
- b. State the full name and address of the person that the person entitled to vote (the Applicant) wishes to appoint as proxy.
- c. State the address of the applicant's hereditament (business premises)
- d. Be signed by the applicant; and
- e. Contain a statement by the applicant that the proxy so named has been consulted and is capable of being, and willing to be, appointed.

It would be helpful if proxy appointments could be returned by Friday 9 October 2026, however **the last day to appoint a proxy is Monday 2 November 2026.**

What if a ballot paper is not received by the voter or spoiled?

If a ballot paper has not been received by **Friday 6 November 2026**, an application can be made (whether or not in person) for a replacement to be issued. Evidence of the voter's identity must also be provided.

If you damage or mark a ballot paper in any way so that it cannot be conveniently used, you may return it by post or by hand to the Ballot Holder asking for a replacement. The original paper will be cancelled, and a replacement will be issued. The last day to return a spoilt paper and have a replacement is **Monday 9 November 2026.**

Counting of votes

Ballot papers will be counted on Friday 13 November 2026 and the result will be published that day on the elections results page at www.derby.gov.uk/elections.

For the BID ballot to be successful there must be a majority of those voting in favour of the proposal, both in terms of the numbers voting and also the aggregate rateable value represented by those voting.

List of persons entitled to vote and their proxies (if any)
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A list of each non-domestic ratepayer and the address and rateable value of each hereditament in the geographical area of the proposed BID, is available for inspection at Electoral Services, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS during normal working hours. The Ballot Holder can supply a copy of the list, but only for the purpose of canvassing persons entitled to vote in the BID ballot.

The list can be requested in writing by the BID proposer, or any person, or group of persons, who represent 5% or more of the persons who are to be liable for any proposed BID levy.

Name and address of the BID proposer

Derby BID
The Cavendish Building
1 Agard Street
Derby
DE1 1DZ

Telephone: 01332 419050
Email: info@derbybid.co.uk
Web: www.derbybid.co.uk

The BID proposals and business plan are available online at www.derbybid.co.uk.

Under section 4(3) of The Business Improvement District (England) Regulations 2004 each person entitled to vote is allowed to request a copy of the BID proposals and business plan from the BID proposer.

Ballot Holder

Elections Team
Derby City Council
The Council House
Corporation Street
Derby
DE1 2FS

Telephone: 01332 642036
Email: elections@derby.gov.uk

Date of this notice: 24 September 2026