

## Term 2 Ballot: Timetable of events and activities

LEGISLATIVE & BEST PRACTICE BALLOT ACTIVITY
<p><b>February 2022</b></p> <ul style="list-style-type: none"> <li>Development of list and budgets</li> </ul>
<p><b>March 2022</b> <b>Term 2 Business Plan Development</b> Consultation with businesses – Viability Survey to businesses 01.03.22 Analysis of results to assess viability of second term Based on results of consultation, initial draft of second term business proposal responding to:</p> <ul style="list-style-type: none"> <li>changes in business priorities (especially post-covid)</li> <li>potential changes to BID Area boundaries, RV threshold, levy %</li> <li>BID activity – service provision benefitting individual businesses</li> <li>BID activity – activity benefitting wider BID area</li> <li>BID activity – strategic interventions</li> </ul> <p>Notify SOS and billing authority of intention to hold a ballot (at least 84 days before notification to council to run the ballot) (Submitted 29.03.22)</p>
<p><b>April 22</b></p> <p><b>10 months before vote</b></p> <ul style="list-style-type: none"> <li>Meetings with LA on ballot process</li> <li>Vision and business planning with businesses</li> <li>Development of draft proposal</li> </ul>
<p><b>May 2022</b></p> <ul style="list-style-type: none"> <li>Development of draft proposal</li> </ul>
<p><b>June 2022</b></p> <p><b>8 months before vote</b></p> <ul style="list-style-type: none"> <li>Draft BID proposal sign-off by BR BID Board</li> <li>Distribution of draft proposal to levy payers and agency partners for comment</li> <li>Consultation activities with businesses re draft proposal</li> </ul>
<p><b>July 2022</b></p> <ul style="list-style-type: none"> <li>Revision and development of draft Term 2 proposal</li> <li>Letter to Arun District Council to formally request they run the ballot (84 days after notice to Secretary of State)</li> </ul>
<p><b>August 2022</b></p> <p><b>6 months before vote</b></p> <ul style="list-style-type: none"> <li>Feedback on BID proposal and amendments</li> <li>Head office research</li> </ul>
<p><b>September 2022</b></p> <ul style="list-style-type: none"> <li>Prepare voter list</li> <li>Final Business Proposal and Business Plan submitted to local authority for sign off.</li> </ul>
<p><b>October 2022</b></p> <p><b>4 MONTHS BEFORE VOTE</b></p> <ul style="list-style-type: none"> <li>Engage with levy payers</li> <li>Baseline agreement negotiation with agencies (including Arun District Council / Bognor Regis Town Council and Sussex police)</li> </ul>

## November 2022

- Final business plan shared with levy payers and local authority agency partners

## December 2022

### TWO MONTHS BEFORE VOTE

- Voter engagement

## January 2023

### ONE MONTH BEFORE VOTE

#### KEY LEGISLATIVE DATE (02.01.23)

- Notice of ballot sent to voters [42 days before ballot] (or between Christmas and New Year, subject to Civic advice)
- Final updates and voter list locked

### 3 WEEKS BEFORE VOTING BEGINS (10.01.23)

- Campaign / BID Proposal launch event
- Continued engagement
- Billing authority liaison

### 2 WEEKS BEFORE VOTING BEGINS (01.02.23)

- Public events and media appearances

### BALLOT WEEK ONE (09.01.23 – 15.01.23)

- Ballot papers and statement received

### BALLOT WEEK TWO (16.01.23 – 22.01.23)

- Levy payers contacted to check their ballot papers have arrived

## February 2023

### BALLOT WEEK THREE (30.01.23 – 05.02.23)

- Ballot half way period

### KEY DATE: 04.02.23 PROXY APPLICATION DEADLINE

- 10 days before ballot day

### BALLOT WEEK 4 (06.02.23 – 14.02.23)

- Final votes
- Replacement ballot papers issued 4 days before ballot (08. 02.23)

## BALLOT DAY 14.02.23 (TUESDAY)

### BALLOT ANNOUNCEMENT

- Count and announcement 'as soon as is practicable' after ballot
- Ideally this will be Wednesday 15th February