

**PLANNING ETC (SCOTLAND) ACT 2006  
BUSINESS IMPROVEMENT DISTRICTS (SCOTLAND)  
REGULATIONS 2007**

**NOTICE OF BALLOT**

**PROPOSED RENEWAL OF THE TOURISM BUSINESS IMPROVEMENT  
DISTRICT FOR VISIT INVERNESS LOCH NESS**

This is to give notice that a ballot is to be held on the proposal to renew the Tourism Business Improvement District (BID) for Visit Inverness Loch Ness for a further 5 year period from 1 April 2024 to 31 March 2029.

The ballot will be conducted entirely by post on behalf of the Ballot Holder, The Highland Council by the Independent Scrutineer, **Civica Election Services (CES)** of **The Election Centre, 33 Clarendon Road, London N8 0NW**. Ballot papers will be sent to those eligible to vote on **Thursday 25 January 2024** for return to CES by no later than **5pm** on **Thursday 14 March 2024** (the "day of the ballot").

**Who can vote in the BID Ballot?**

Persons eligible to vote in the ballot will be those who were the eligible non-domestic ratepayers within the geographical area of the proposed BID. The Visit Inverness Loch Ness Tourism BID area is covered by Highland Council Wards 12 (Aird & Loch Ness), 13 (Inverness West), 15 (Inverness Ness-Side) 16 (Inverness Millburn), 17 (Culloden and Ardersier) 19 (Inverness South) Ward 14 (Inverness Central – excluding the area covered by Inverness City Centre BID) will also be included.



**This Notice is in respect of the following property:**

**The lasered hereditament address will appear here**

**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 no later than **5pm** on **Monday 4 March 2024**. An application for the appointment of a proxy must be made in writing and:

- state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as a proxy;
- state the address(es) of the applicant's property or properties;
- be signed by the applicant; and
- 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 address above no later than **5pm** on **Saturday 9 March 2024**.

**Please see over**

### **Lost Ballot Papers**

Ballot Papers will be despatched on **Thursday 25 January 2024**. 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@cesvotes.com** to request one.

You may apply to CES for a replacement ballot 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@cesvotes.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 **Tuesday 5 March 2024**.

### **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. However, please be aware that to be counted, your ballot paper must be received by Civica Election Services no later than 5pm on **Thursday 14 March 2024** (the "day of the ballot").

### **Count of Ballot Papers**

Ballot papers will be counted on **Friday 15 March 2024**, and the result of the ballot will be announced thereafter.

For a BID ballot to be successful there must be a minimum of 25% turnout of eligible business in the area both by number and aggregate rateable value. Of those voting there needs to be a majority of 50% or more in favour both by number and by combined rateable value of the properties voting.

### **Further details of the BID Proposal**

The BID arrangements and proposals will be described in detail in the BID Business Plan which is available on the Visit Inverness Loch Ness Tourism BID Website at **www.visitinvernesslochness.com**. If you require a hard copy or further information on the BID, please contact Visit Inverness Loch Ness, Office 107a, Inverness Creative Academy, Stephens Street, Inverness IV2 3JP; Email: **don@visitiln.com** or phone: **07956 408874**.

For further information on the ballot contact Civica Election Services at The Election Centre, 33 Clarendon Road, London, N8 0NW (Tel: 020 8889 9203).

A copy of this Notice has been sent to the Scottish Ministers.

Ballot Holder, The Highland Council, Election Office, Council Headquarters, Glenurquhart Road, Inverness IV3 5NX

18 January 2024