
STATUTORY INSTRUMENTS

2004 No. 2443

LOCAL GOVERNMENT, ENGLAND

The Business Improvement Districts
(England) Regulations 2004

Made - - - - 16th September 2004

Coming into force 17th September 2004

THE BUSINESS IMPROVEMENT DISTRICTS
(ENGLAND) REGULATIONS 2004

1. Application, citation, commencement and interpretation
2. Obtaining information from billing authority for the purpose of developing
 BID proposals
3. BID proposer
4. BID proposals, renewal proposals, alteration proposals and preliminary
 procedures
5. Instructions to hold a BID ballot, renewal ballot, alteration ballot or re-
 ballot
6. Ballot holder
7. Arrangements for holding a ballot and conduct of a ballot
8. Persons entitled to vote
9. Declaring a ballot void
10. Payment of costs of a ballot
11. Obtaining information from billing authority for the purpose of canvassing
12. Veto of BID proposals
13. Appeal against veto
14. BID Revenue Account
15. Administration of the BID levy etc
16. Alteration of BID arrangements without an alteration ballot
17. Alterations of the BID arrangements following a ballot
18. Termination of BID arrangements
19. Information
20. Expenses of the ballot holder
21. Electronic communication of requests, applications or notices
 Signature

SCHEDULE 1 — CONTENT OF BID PROPOSALS, RENEWAL PROPOSALS OR
ALTERATION PROPOSALS

1. (1) Subject to sub-paragraphs (2) and (3), the matters which...
2. The matters which shall be included in renewal proposals are—...
3. (1) Subject to sub-paragraph (2), the matters which shall be...

SCHEDULE 2 — RULES FOR BID BALLOTS, RENEWAL BALLOTS AND
ALTERATION BALLOTS
— PROVISIONS AS TO TIME

Timetable

1. The proceedings of the ballot shall be conducted in accordance...
Timetable

— RULES FOR BALLOTS

Day of the ballot

2. (1) Subject to sub-paragraph (2), the ballot holder shall secure...

Ballots—preliminary procedures

3. The ballot holder shall, at least 42 days before the...

Ballots - general

4. (1) Each ballot shall be a postal ballot.

Proxy voting

5. (1) Subject to the provisions of this paragraph, any person...

Requirement of secrecy

6. (1) Every person attending the proceedings in connection with the...

Notification of requirement of secrecy

7. The ballot holder shall make such arrangements as he thinks...

The ballot paper

8. (1) Nothing is to be printed on the ballot paper...

Prohibition of disclosure of vote

9. No person who has voted shall, in any legal proceeding...

Procedure on issue of ballot paper

10. (1) One ballot paper shall be issued in respect of...

Spoilt ballot papers

11. (1) If a voter has inadvertently dealt with his ballot...

Lost ballot papers

12. (1) Where a voter has not received his ballot paper...

Receipt of return ballot papers

13. (1) A postal ballot paper shall not be taken to...

The count

14. (1) As soon as practicable after the day of the...

Rejected ballot papers

15. (1) Where a ballot paper is received which bears the...

Decisions on ballot papers

16. The decision of the ballot holder on any question arising...

Declaration of result

17. (1) The ballot holder shall certify— (a) the total number...

Validity

18. (1) No BID ballot, renewal ballot, alteration ballot or re-ballot,...

Retention of ballot papers

19. The ballot holder shall retain the ballot papers for six...

SCHEDULE 3 — THE KEEPING OF THE BID REVENUE ACCOUNT

Part 1 — Credits to the Account

1. For each year a billing authority which is required to...

Item 1: BID revenues

Sums paid for the year under sections 43 and 45...

Item 2: Income from BID services and facilities

Sums received by the authority for the year in respect...

Item 3: reduced provision for bad or doubtful debts

The following, namely— (a) any sums debited to the account...

Item 4: credit balance from previous year

Any credit balance shown in the account for the previous...

Part 2 — Debits to the Account

2. For each year a billing authority which is required to...

Item 1: BID cost of collection

The cost to the authority for the year in respect...

Item 2: BID expenditure

The expenditure of the authority for the year in respect...

Item 3: provision for bad or doubtful debts

The following, namely— (a) any sums credited to the account...

Item 4: debit balance from previous year

Any debit balance shown in the account for the previous...

SCHEDULE 4 — IMPOSITION, ADMINISTRATION, COLLECTION, RECOVERY

1. *Interpretation*
2. *The requirement for demand notices*
3. *Content of demand notices*
4. *Invalid notices*
5. *Service of demand notices*
6. *Payments under demand notices*
7. *Payments under demand notices: further provision*
8. *Demand notices: final adjustment*
9. *Enforcement*
10. *Outstanding liabilities on death*
11. *Application of BID administration provisions to the Crown*
12. *Joint occupiers and owners: billing*
13. *Joint owners and occupiers: enforcement*
14. *Enforcement in relation to partnerships*

Explanatory Note