

## SCHEDULE 2

### RULES FOR BID BALLOTS, RENEWAL BALLOTS AND ALTERATION BALLOTS

#### *PROVISIONS AS TO TIME*

##### Procedure on issue of ballot paper

10.—(1) One ballot paper shall be issued in respect of each eligible ratepayer entitled to vote in the BID ballot, renewal ballot, alteration ballot or re-ballot, as the case may be, in respect of each relevant property for which he is entitled to vote.

(2) The address to which the ballot paper is to be sent is—

- (a) the address of the relevant property or the principal place of business of the person entitled to vote; or
- (b) in the case of a proxy, the address shown for the proxy on the list prepared under paragraph 3(b).

(3) At the same time there shall be issued to each person entitled to vote or, if applicable, that person's/ proxy—

- (a) a statement prepared by the ballot holder providing an explanation of the BID arrangements and the arrangements for the ballot; and
- (b) an envelope for the return of the ballot paper (referred to in this Schedule as the “return envelope”).

(4) For the purpose of delivering the ballot papers, the ballot holder may use—

- (a) a universal service provider (as defined in the Postal Services Act 2000)(1);
- (b) any other holder of a licence under Part 2 of the Postal Services Act 2000 whose licence permits it to convey such papers from one place to another; or
- (c) any other means of conveyance and delivery for which a licence is not required, pursuant to section 7 of the Postal Services Act 2000.

(5) Postage shall be prepaid on envelopes in which the ballot paper is issued and return postage shall be prepaid on all return envelopes.

(6) No person other than the ballot holder and their clerks may be present at the issue of ballot papers, unless permitted by the ballot holder to attend.

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(1) 2000 c.26.