

## SCHEDULE 4

### IMPOSITION, ADMINISTRATION, COLLECTION, RECOVERY AND APPLICATION OF THE BID LEVY

#### ***Content of demand notices***

- 3.—(1) A demand notice shall contain the following matters—
- (a) a statement of the address and description of each hereditament to which the notice relates;
  - (b) a statement explaining how the BID levy is calculated for each hereditament to which the notice relates; and
  - (c) a statement of the days (if any) on which, for the purposes of calculating the payments required to be made under the notice, it was understood that the person who is liable for the BID levy in respect of the hereditament fell within the description in the BID arrangements of persons who are to be liable for the BID levy for the chargeable period in question.
- (2) A billing authority must when it serves a demand notice supply to the person to whom the notice is served the following information—
- (a) the revenue from the BID levy the billing authority was due to receive in the previous year;
  - (b) the amount spent on the BID arrangements in the previous year;
  - (c) a description of the matters on which it was spent; and
  - (d) a description of the matters on which it is intended to spend the revenue from the BID levy in the financial year.