

SCHEDULE 4

Regulation 19

FORM OF INVITATION TO REGISTER TO VOTE AT A BUSINESS REFERENDUM  
Form 1: Form of invitation to register

**Neighbourhood Planning Referendum  
Invitation to Register  
Important information for non-domestic rate-payers**

[Business Registration Officer to fill in  
entitled occupier's name and address  
here]

Space left blank for electoral services  
information

**Why have I been contacted?**

There will be a Neighbourhood Planning Referendum on: [day/date] (see reverse for details). Non-domestic rate payers who are liable to pay rates within the Referendum area can choose to register to vote in the referendum if they wish. This referendum allows businesses and residents to be involved in shaping the development and growth of a neighbourhood which is wholly or predominantly business in nature.

You have been identified as liable to pay non-domestic rates on a property or group of properties within the referendum area (details are on the reverse of Form A). Rate-payers have **one** vote each regardless of the number of properties they are liable to pay rates on.


**Registering to vote – what to do next**

- If you choose to register to vote in the referendum, please:
- a) **Complete the attached non-domestic rate-payer registration form (Form A)** remembering to check the details of the properties identified as yours in section 4 on the reverse of the form.
  - b) **Choose who will cast the rate-payer's vote.** The person casting the vote ('the named voter') must meet certain age and nationality criteria (this is explained on Form A).
  - c) The named voter must **complete and return the voting choices form (Form B).**
- Both Forms A and B should be returned as soon as possible – we recommend by [25 day deadline].** All forms must be received by 5pm on [11 day deadline]. A freepost envelope is enclosed for you to return the forms.

**Further information**

Further information about the referendum, including the referendum question, is printed on the reverse of this letter. If you think this letter has been sent to you in error, or if you have any questions about the referendum or how to register and vote, please contact electoral services.

**Remember to complete and return Forms A & B.**

Please turn over for more information 

Neighbourhood Area Business Registration Officer

Printed & Published by the Neighbourhood Area Business Registration Officer

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## Further information about the Referendum

### About the Referendum

The Localism Act 2011 introduced new powers for people to have a greater say in the development of their local areas through neighbourhood planning.

A core principle of neighbourhood planning is that a referendum at the end of the process ensures communities, including businesses, have the final say on whether a neighbourhood development plan or order can come into force. These will affect decisions on new development proposals in the area.

A Business Neighbourhood Planning referendum will be held on [date of referendum] within the referendum area shown on the map below.

The referendum question will be as follows: Do you want [local planning authority] to use the neighbourhood plan for [neighbourhood area] to help it decide planning applications in the neighbourhood area?

Do you want the type of development in the neighbourhood development order for [neighbourhood area] to have planning permission?

[Business Registration Officer to decide information for inclusion below this point]

### Map of [referendum area]

[Place image of map and key as required into this area]

### How to find out more

[Please add in here information about where to access information statement and related documents (e.g. Leaflet may be included with this pack, or suggest web address or place where information can be viewed).]

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**FORM A** **Non-domestic rate-payer registration form**  
**Your right to vote X**

This form must be completed and returned by or on behalf of the non-domestic rate-payer. Please write in black ink and use **BLOCK LETTERS**. When you have completed every section and signed the form yourself, send it to Electoral Services.

Space left blank for electoral services information

**Please complete and return this form as soon as possible – we recommend by [25 day deadline].**  
If any details change after you have submitted this form, you should contact Electoral Services. All forms must be [11 day deadline]

You must complete and return this form if you wish to register your business or organisation to vote in the neighbourhood planning referendum.

<b>Surname:</b>	<b>First name and middle name(s):</b>
<b>Name of business / organisation:</b>	
<b>Role / job title (optional):</b>	
<b>Daytime telephone number (optional):</b>	
<b>Email address (optional):</b>	

**2. Who can vote?**

To cast the vote at the referendum the named voter must be at least 18 years of age on the day of the referendum, and they must be one of the following:

- a British, Irish or European Union citizen, or
- a Commonwealth citizen who has leave to enter or remain in the UK or does not require such leave

**The person casting the vote (the 'named voter') must choose how they want to vote by completing and returning Form B.** If that is someone else, please pass Form B to them to complete. The last opportunity to change the named voter is [5pm, 11 day deadline]. After that time, changes are only permitted because the named voter becomes unable to vote for emergency medical or work reasons. Please tick and complete as appropriate:

**I am the named voter and will complete Form B**      OR       **I am not the named voter. I authorise:** \_\_\_\_\_  
**to be the named voter and have asked them to complete Form B**

**3. Sign here before returning this form**

Please check the list of properties at section 4 on the reverse of the form. If you think any of the properties have been wrongly assigned to you or your business / organisation please delete as appropriate. If you think

It is an offence to give false information on this form. I declare that I am the rate-payer, or I am authorised to complete this form on behalf of the rate-payer, and as far as I know the details on this form are true and accurate.

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**Form B must also be completed and returned**

**Please turn over for more information and for section 4** 

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#### 4. List of properties

The Business Registration officer has identified the rate payer as: [name of rate payer or rate payers].

Rate-payers may only register to vote once in the referendum regardless of the number of properties for which they are liable to pay rates. Rate-payers may only register if they are liable to pay rates on at least one property within the referendum area.

Please check the list of properties below. If you think any of the properties have been wrongly assigned to you or your business / organisation please delete as appropriate. If you think any properties have been missed, please contact electoral services.

[Business Registration Officer to list details and addresses of properties here]

#### The referendum register and its uses

A register is created of all the non-domestic rate-payers who register to vote in this neighbourhood planning referendum, for the purposes of this referendum only. It lists the names of all the non-domestic rate-payers registered to vote and the addresses of the premises within the referendum area on which they pay non-domestic rates. It also contains the names of the individuals who will cast the vote on behalf of each non-domestic rate-payer (the 'named voters').


The Council holds a copy for the purposes of the referendum only. Anyone can look at it, but it is a criminal offence to supply or use copies for purposes other than those set down in law.

The register is kept for 12 months after the referendum and is then destroyed.

**Form B must also be completed and returned**

Form B: Voting choices form

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<b>FORM B Voting Choices Form</b>					
<b>This form must be completed and returned by the NAMED VOTER who will cast the non-domestic rate payer's vote.</b> Please write in black ink and use <b>BLOCK LETTERS</b> . When you have completed every section and signed the form yourself, send it to Electoral Services.	Space left blank for electoral services information				
<b>Please complete and return this form as soon as possible – we recommend by [25 day deadline].</b> If any details change, or you become unable to vote on behalf of the rate-payer, you should contact Electoral Services. All forms must be received by 5pm on [11 day deadline].					
<b>1. How I will vote</b>					
Please read the instructions over the page. At the referendum you as the named voter may vote either in person at a polling station between 7am and 10pm, or by post. If voting in person you must be available to attend a polling station in the referendum area on the day of the referendum. Please tick <b>ONE</b> of the following options:					
<input type="checkbox"/> I would like to vote in person	<b>OR</b>	<input type="checkbox"/> I would like to vote by post			
<b>2. About you</b>					
Surname:					
First name and middle name(s):					
Nationality:					
My address (for my postal vote or my poll card if voting at a polling station):					
Postcode:					
Name of business / organisation:					
Role / job title (optional):					
Daytime telephone number (optional):					
Email address (optional):					
<b>3. Your date of birth and declaration</b>					
<b>Declaration:</b> As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence. I am eligible and authorised to vote at the referendum (see reverse for more details).					
My date of birth is: (use numbers: DD MM YYYY)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR			
If you are unable to sign this form, please contact Electoral Services.					
Signature: (keep inside the box)					
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>					
<b>4. Date form completed</b>					
Today's date					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR			
<b>Please turn over for more information</b> 					

Neighbourhood Area Business Registration Officer

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## Information about voting in the referendum

### Voting in the Referendum

There will be a Neighbourhood Planning Referendum on [day/date]. Non-domestic rate payers who pay rates within the Referendum Area may register to vote in the referendum. The person who has been authorised by the rate-payer to cast the vote on their behalf (the 'named voter') must complete **Form B** over the page.

### Am I eligible to cast the rate-payer's vote?

**The person authorised by the non-domestic rate-payer may vote on their behalf. This includes the rate-payer themselves. The person who will cast the vote must meet the following criteria:**

#### Age

The voter must be 18 or older on [date of referendum].

#### Nationality

People who are entitled to cast the rate payer's vote are:

- a British, Irish or European Union citizen, or
- a Commonwealth citizen who has leave to enter or remain in the UK or does not require such leave

**If you are unsure about your eligibility to vote, contact Electoral Services (details over the page)**

### What happens next?

If you have chosen to vote by post, you will be sent your ballot paper in the post. Remember, your ballot paper may not be sent out until four working days before the day of the referendum. If your ballot paper does not arrive by this time, contact Electoral Services. **The signature and date of birth you give on this form will be kept and checked against those you will provide on your postal voting statement.** This will be sent to you with your ballot paper along with instructions for completing it.

If you have chosen to vote in person, you will be sent a poll card with details of your polling station. You still need to provide your signature and date of birth on this form but will not need to do so again when voting.

If you become unable to vote the rate-payer must inform electoral services by 5pm [1 day deadline]. After that time, changes are only permitted if you become unable to vote for emergency medical or work reasons.

### What will my details be used for?

The names of voters in the referendum will appear on the non-domestic rate-payers' referendum register. The Council holds a copy for the purposes of the referendum only. Anyone can look at it, but it is a criminal offence to supply or use copies for purposes other than those set down in law.

The register is kept for 12 months after the referendum and is then destroyed.

### Further information

[Business Registration Officer to decide information for inclusion below this point]