

Ballot arrangements

Ballot paper

Enclosed (on yellow paper) is a ballot paper for the HammersmithLondon Business Improvement District (BID) renewal ballot. The ballot paper is prescribed in the Regulations.

The rateable address (or hereditament) to which this ballot paper applies is stated on the ballot paper.

Each hereditament has a separate vote. Some voters will receive more than one voting pack and ballot paper as they are registered as voters for more than one property.

Return envelope B

Also enclosed is a pre-paid envelope, marked 'B', in which to return the ballot paper.

If you have more than one vote, it will greatly assist the smooth running of the ballot if you return each ballot paper in its own envelope, rather than placing several ballot papers into a single envelope.

Summary of the proposed BID arrangements

Also enclosed is a summary leaflet of the BID arrangements, including contact details for the HammersmithLondon BID proposer

How to vote

The person entitled to vote should put a cross (✕) in the box to the right of his/her choice. "YES" to vote in favour of the renewing the BID or "NO" to vote against.

The voter must then sign the ballot paper, write their name in BLOCK CAPITALS, and write their position if voting for a company or partnership.

Return the completed ballot paper in envelope B.

To be counted the ballot paper must be received by the Ballot Holder no later than 5pm on Wednesday, 2 March 2011.

Appointing someone else to vote (a proxy)

The person eligible to vote may appoint any one person as a proxy to vote on their behalf, for example, if they are going to be away at the time of the ballot.

An application to appoint a proxy must be in writing, and :

- a) state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as proxy;
- b) state the address of the applicant's hereditament
- c) be signed by the applicant; and

- d) contain a statement by the applicant that the proxy so named has been consulted and is capable of being, and willing to be, appointed.

Please contact Electoral Services for an application form. Proxy appointments must be received by Electoral Services before 5pm on 20 February 2011, and will be confirmed in writing by the Ballot Holder.

What if a ballot paper is not received by the voter?

If a ballot paper has **not** been received by 24 February 2011, an application can be made (whether or not in person) for a replacement to be issued. Evidence of the voter's identity must also be provided.

In such a case, the voter should inform the Ballot Holder **as soon as possible**, and not wait until 24 February. This will enable the replacement to be prepared in time for posting or collection on 24 February.

A replacement cannot be issued if the Ballot Holder is informed after 25 February 2011.

Spoilt ballot papers

If a ballot paper is damaged or marked in any way so that it cannot be conveniently used (this is called a "spoilt paper") it may be returned by post or by hand to the Ballot Holder. It will be cancelled and a replacement will be issued. The last day to return a spoilt paper and have a replacement is 25 February 2011.

Counting of votes

Ballot papers will be counted on 3 March 2011. Only the Deputy Ballot Holder and Electoral Services staff will be present at the count. They are bound by the Regulations not to communicate any information as to the way in which any vote is given or about who voted.

The result will be published that day on the council's website www.lbhf.gov.uk

Rejected ballot papers

If a ballot paper is copied and two or more are returned bearing the same number or barcode ALL will be void and will not be counted.

Any ballot paper which is unsigned, unmarked (ie blank) or void for uncertainty (ie the voting intention is not clear) will be rejected and not counted.

Declaring the result

The Ballot Holder will certify :

- (a) the total number of valid votes cast
- (b) the total aggregate rateable value of valid votes cast
- (c) the total number of valid votes cast in favour of renewing the BID
- (d) the total aggregate rateable value of valid votes in favour of renewing the BID

For the BID ballot to be successful there must be

- (a) a majority in favour of renewing the BID in the number of those voting, **and**
- (b) a majority in favour of renewing the BID by rateable value of those voting.

Informing the BID proposer who has voted

How a vote is cast will be secret, except to the counting staff who are bound by the requirements for secrecy.

However, the BID proposer would appreciate being informed when you have voted. You can notify them by phone on 020 8741 8157 or by email to info@hammersmithlondon.co.uk

This is, of course, your choice. The Ballot Holder will **not** disclose this information.

Geoff Alltimes

Ballot Holder

Electoral Services
London Borough of Hammersmith & Fulham
Room 28, Hammersmith Town Hall
King Street
London
W6 9JU

Tel: 020 8753 2175

Fax: 020 8753 2007 or 020 8753 2229

Email: electoral.servicesadmin@lbhf.gov.uk

Date : 1 February 2011