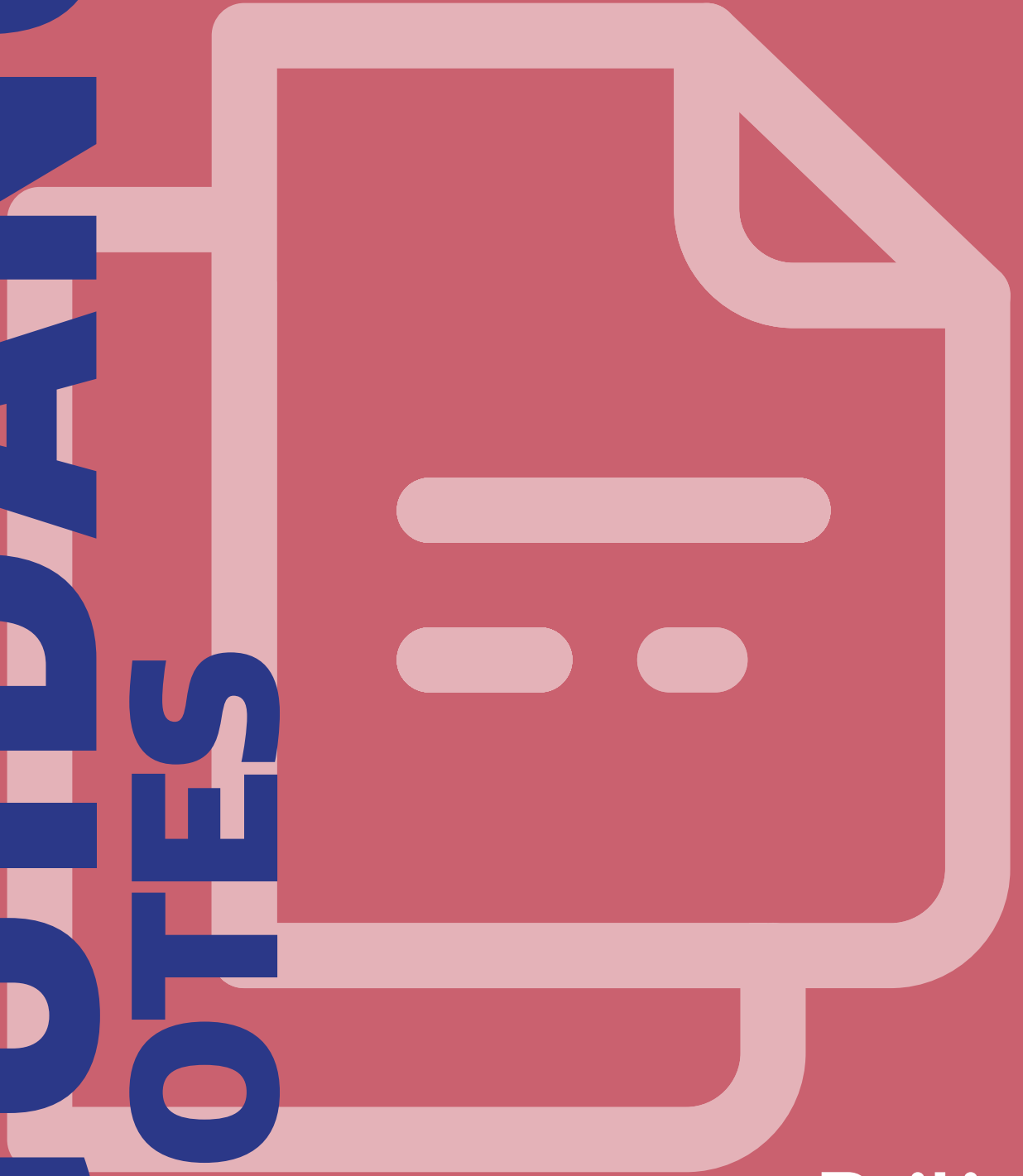


GUIDANCE NOTES

**THE BID
PROPOSAL**

APRIL 2023



**British
BIDs™**
Leading the BID industry

INTRODUCTION

The BID Proposal(s), as distinct (though including) the Business Plan are in the form of a document(s) provided by a valid BID Proposer (see Guidance Note 1) to the relevant Billing Authority. The Proposer, upon requesting the local Billing Authority to instruct the Ballot Holder to hold a BID ballot, is electing to seek approval for the Proposals in a ballot.

Details of items to be included in BID Proposal(s) is contained within The BID Regulations (England 2004) at Regulation 4 (2) (i) and in Schedule 1 (1).

GUIDANCE

A list of items to be included within the BID Proposal(s), taking into account the requirements at The BID Regulations (England 2004) at Regulation 4 (2) (i) and in Schedule 1 (1) is:

01. The consultation undertaken
02. The proposed business plan (including cashflow, revenue, expenditure, budget, recoup of set-up costs and contingency)
03. The financial management arrangements and arrangements for providing the billing authority with financial information
04. A statement of the intended services
05. The name and type of the BID Body
06. Baseline statements (if any)
07. A description of the BID area (with map)
08. A statement of which hereditaments are to be included
09. BID Levy amount and calculation
10. A statement as to any relief on BID levy
11. A statement of whether the arrangements may be altered during the term
12. A statement of the start date and duration of the BID

The Regulations also provide for the Billing Authority to be able to request evidence that the BID Proposer can cover the costs of the ballot if it is required to do so under the Regulations.

TIPS



1

In the event that the ballot outcome were to be challenged, it is likely that the BID Proposal will be depended upon as the primary evidence source in deciding upon any challenge and, therefore, the more thorough the information, the better.

2

Always check with the local Billing Authority prior to delivery of BID Proposal(s) to ensure that the documentation provided will meet their requirements.

3

We suggest the Proposal document should be taken through the Billing Authority's committee structures well before the written request is sent to the billing authority to instruct the ballot holder to hold a ballot – Regulation: 4 (2)(a)ii.

Notes:

Wales: BID Regulations (Wales 2005) @ Regulation 4 (2) (i) and in Schedule 1(1).

Also requires the inclusion of the proposed agreement to be entered into with the relevant billing authority as well as the financial management arrangements mentioned in point 3.

Scotland: BID Regulations (Scotland 2007) @ Regulation 5 (2) (i).

In the regulations it lists the requirement of the names and addresses of each eligible person entitled to vote and the description of each relevant property for which such persons have the interest as eligible person (if the BID proposals provide that eligible persons are entitled to vote on the proposals), rather than just a statement of which hereditaments are to be included.

Scottish Schedule 1 requires a statement providing details of any additional financial contributions or additional actions for the purpose of enabling the projects specified in the BID proposals to be carried out, by the local authority or any other person authorised or required to do so by the statement;

Northern Ireland: BID Regulations (Northern Ireland 2014) Regulation 4 (2) (i) and in Schedule 1(1).

The same as England.