

GUIDANCE NOTES

**THE BID
PROPOSER**

APRIL 2023



INTRODUCTION

The BID Proposer, as defined by Regulation 3 (Regulation 2 in Northern Ireland) is the “person(s)” responsible for drawing up BID Proposals. As at the date of submission of such BID Proposals, the requirements for a Proposer are that they must be able to evidence themselves as one of the following:

(i)

A non-domestic ratepayer in relation to a hereditament within the proposed area.

(ii)

A person with interest (freeholder, mortgagee or lessee) in land within the proposed area (Scotland and Northern Ireland – owner, holder of a standard security or tenant).

(ii)

A body (whether corporate or not) one of whose purposes is to develop BID Proposals (Scotland and Northern Ireland – or which has as one of its functions, town or city centre management).

(iv)

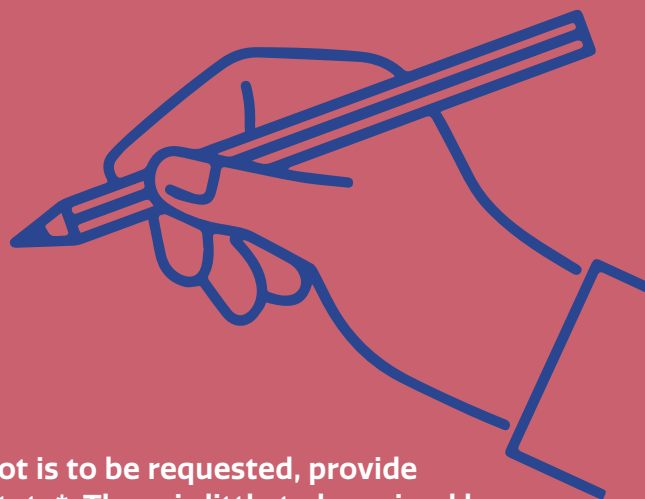
The relevant billing authority.

GUIDANCE

Once confirmed to be one (or more) of the above, the Proposer would, as a minimum, need to comply with the following elements of the Regulations in order that their Proposals may be considered satisfactory for the local authority to take them to a ballot:

- a.** Notify the Secretary of State* of an intention to subsequently formerly notify the local billing authority of a request to hold a ballot (minimum 84 days prior to any such formal notification in England, 98 days in Scotland and Northern Ireland)
- b.** Prepare and submit BID Proposals in accordance with the requirements of the Regulations
- c.** Send the Notice to the local billing authority requesting a ballot (minimum 42 days prior to day of ballot)

TIPS

**1**

As soon as it is known that a ballot is to be requested, provide notification to the Secretary of State*. There is little to be gained by waiting until the final minimum period.

2

Ensure that the BID Proposer can be evidenced to be one of the approved categories.

3

Provide any draft and final BID Proposals, together with the Notice to the local authority ahead of the minimum period.

4

The BID Proposer need not be the intended BID Body, although the latter must be evidenced as falling within the defined classes for a BID Body (Schedule 1, 1 (1) (a))

Notes:

*Scottish Ministers in Scotland; the district council and the Department in Northern Ireland; National Assembly in Wales.