

# GUIDANCE NOTES

**ALTERATION  
POLICY**  
APRIL 2023

# INTRODUCTION

**The BID Regulations provide the option for a BID Proposer to include within their Proposals a provision for the Arrangements to be altered (often called a ‘variation policy’) without the need for an Alteration Ballot. By inference, therefore, if no such alteration provision is included, no changes should be made without holding an Alteration Ballot.**

# GUIDANCE

Schedule 1, 1 – (1) (f)\* of the BID Regulations (England) 2004 states that a BID Proposal should include:

*“a statement of whether the BID arrangements may be altered without an alteration ballot and, if so, which aspects of the BID arrangements may be altered in this way.”*

Regulation 16, (2), states that an Alteration ballot must be held to alter:

- (a)** the geographical area of the BID; or
- (b)** the BID levy in such a way that would –
  - i.** cause any person to be liable...who was not previously
  - ii.** increase the BID levy for any person

Therefore, where an Alteration (or variation) Policy is included, all matter other than those excluded can be changed during the term. These might include the proposed services and the allocation of budget between them. However, the essence of the Business Plan would need to be maintained.

# TIPS

1

Any Alteration (or variation) policy must be included in the BID Proposal, and therefore in the Business Plan.

2

Post-ballot, the BID should adopt a process leading to any such alteration.

3

Any alterations should be made in the interests of levy payers and should be consistent with the original business plan intentions and commitments.

## Notes:

Schedule 1, 1 – (1) (e) for Scotland