



«Voter\_Name»  
 «Voter\_Address\_1»  
 «Voter\_Address\_2»  
 «Voter\_Address\_3»  
 «Voter\_Address\_4»  
 «Voter\_Address\_5»  
 «Postcode1»

**Your ref:**

**My ref:** «Ballot\_Paper\_Number»

**Date:** 22<sup>nd</sup> August 2024

Dear Sir or Madam

**LOCAL GOVERNMENT ACT 2003  
 BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004**

**NOTICE OF BALLOT –  
 PROPOSED BUSINESS IMPROVEMENT DISTRICT BALLOT FOR PENZANCE**

This is a formal notice of a ballot to be held on the proposal for Penzance Business Improvement District (BID).

You will have received a copy of the Business Improvement District Business Plan from Penzance BID Ltd, the BID promoters.

The ballot will be conducted entirely by post by **The Ballot Holder of Cornwall Council, Electoral Services, 4S, County Hall, Treyew Road, Truro, Cornwall, TR1 3AY**. Ballot papers will be sent to those eligible to vote on **Thursday 5<sup>th</sup> September 2024** for return to the Ballot Holder to arrive no later than **5pm on Tuesday 8<sup>th</sup> October 2024** (the 'day of the ballot').

**Who can vote in the BID ballot?**

Persons eligible to vote in the ballot will be the non-domestic ratepayer listed on Cornwall Council's database for each hereditament (business premise) with a rateable value of £6,000 or over situated in the geographical area of the proposed BID on the date of this notice. Each person entitled to vote in this ballot shall have one vote in respect of each hereditament occupied or (if unoccupied) owned by them within the defined geographical area of the proposed BID (see list of streets below).

|                      |                          |                           |
|----------------------|--------------------------|---------------------------|
| Abbey Court          | Hawkins Road             | Regent Square             |
| Abbey Street         | Jennings Street          | Regent Terrace            |
| Adelaide Street      | Kitts Court              | Rosevale                  |
| Albert Pier          | Leskinnick Place         | S Place Folly             |
| Albert Street        | Lower Queen Street       | Simpsons Court            |
| Alexandra Place      | Marine Terrace           | South Park                |
| Alexandra Road       | Market Jew Street        | South Pier                |
| Alverton Road        | Market Place             | South Terrace             |
| Alverton Street      | Mennaye Road             | St James Street           |
| Alverton Terrace     | Morrab Park              | St John's Court           |
| Bakehouse Lane       | Morrab Place             | St Mary's Terrace         |
| Barbican Lane        | Morrab Road              | St Michael's Cotts        |
| Battery Road         | Morrab Terrace           | St Michaels Court         |
| Bay View Terrace     | Mounts Bay Retail Centre | St Pirans Court           |
| Bread Street         | Mount Street             | Savoy Court               |
| Buriton Row          | New Street               | Station Approach          |
| Camelot Court        | New Town Lane            | Station Road              |
| Carne's Buildings    | North Parade             | Tencreek Avenue           |
| Causewayhead         | North Pier               | The Arcade                |
| Chancery Lane        | North West Quay          | The Greenmarket           |
| Chapel Street        | Old Brewery Yard         | The Harbour               |
| Chapel Street Arcade | Old Bakehouse Lane       | The Mission               |
| Cherry Gardens       | Parade Pass              | The Quay                  |
| Chirgwin Court       | Parade Street            | Trendal Gardens           |
| Carminowe Crescent   | Park Corner              | Trevean Gardens           |
| Clarence Street      | Park Court               | Trewithen Road            |
| Coinagehall Place    | Penalverne               | Under Chapel Yard         |
| Coinagehall Street   | Penalverne Drive         | Union Street              |
| Cornwall Terrace     | Penlee Manor Drive       | Victoria Place            |
| Coulson's Buildings  | Penlee Park              | Voundervour Lane          |
| Coulson's Place      | Penlee View Terrace      | Wellington Place          |
| Coulson's Terrace    | Princes Street           | Western Promenade Rd      |
| Custom House Court   | Princess Court           | Wharf Road                |
| Custom House Lane    | Promenade                | Wharfside                 |
| Daniel Place         | Quay Street              | Wharfside Shopping Centre |
| Dock Lane            | Queen Street             |                           |
| Ellis Square         | Queen's Court            |                           |
| East Terrace         | Queen's Square           |                           |
| Green Street         | Redinnick Gardens        |                           |
| Guildhall Road       | Redinnick Place          |                           |
| Hanover Court        | Redinnick Terrace        |                           |
| Harbour Court        | Regent Buildings         |                           |

## Appointment of proxies

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example if you are going to be away at the time of the ballot).

Applications to appoint a proxy are available from The Ballot Holder; by downloading an application form from the Penzance BID website at <https://penzancebid.co.uk/third-term-2025-2030/> or by emailing Sarah Shaw, Penzance BID Manager on [bidmanager@penzancebid.co.uk](mailto:bidmanager@penzancebid.co.uk) or telephoning 07833 289288.

Applications must be submitted to **The Ballot Holder** at the address overleaf to arrive no later than **5pm on Friday 27<sup>th</sup> September 2024**. Proxy applications can be emailed to [voter-registration@cornwall.gov.uk](mailto:voter-registration@cornwall.gov.uk). A proxy may be cancelled by notifying the Ballot Holder no later than **Tuesday 1<sup>st</sup> October 2024**.

Alternatively, you can arrange for the ballot paper to be sent to someone else within your business/organisation so long as that person is located at either the address of the hereditament (business premise) itself within the BID area, or at your principal place of business within England.

You can do this by writing to **The Ballot Holder** (address below) with the name and address of the person to whom the ballot paper should be sent with the details of their position in your business/organisation.

## Lost ballot papers

Ballot papers will be sent to those who are eligible to vote on **Thursday 5<sup>th</sup> September 2024**. If you (or your proxy if you have appointed one) have not received your ballot paper by **Tuesday 1<sup>st</sup> October 2024** you may apply to **The Ballot Holder** (address below or by e-mail to: [voter-registration@cornwall.gov.uk](mailto:voter-registration@cornwall.gov.uk)) for a replacement paper, providing evidence of your identity.

## Spoilt ballot papers

If you inadvertently spoil your ballot paper in such a manner that it cannot be used as a ballot paper, please return it to The Ballot Holder. On receipt of the spoilt ballot paper, a replacement will be issued. No replacements can be issued if the spoilt paper is received later than **Wednesday 2<sup>nd</sup> October 2024**.

## Rejected Ballot Papers

If a ballot paper is duplicated and two are returned bearing the same number or barcode both will be void and not counted. Any ballot papers that are returned unsigned, unmarked or that are void for uncertainty will also be void and not counted.

### **Count of ballot papers**

Ballot papers will be counted on **Tuesday 8<sup>th</sup> October 2024** at **5pm** and the result will be available on **Wednesday 9<sup>th</sup> October 2024**. For a BID ballot to be successful there must be a majority of those voting in favour of the proposal, both in terms of the numbers voting and also the rateable value represented by those voting.

### **Further details of the Penzance BID Proposal**

If you require further information on the BID, please contact:

Sarah Shaw, Penzance BID Manager, C/o Coodes, 49-50 Morrab Road, Penzance, TR18 4EX  
[bidmanager@penzancebid.co.uk](mailto:bidmanager@penzancebid.co.uk) or telephone 07833 289288.

Alternatively, information about the BID proposals is available from  
<https://penzancebid.co.uk/third-term-2025-2030/>

Yours faithfully  
Dhywgh hwi yn lwl



John Simmons  
Deputy Ballot Holder  
Electoral Services  
4S, County Hall  
Treyew Road  
Truro  
TR1 3AY