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

NOTICE OF BALLOT

PROPOSED RENEWAL AND ALTERATION OF THE BUSINESS IMPROVEMENT DISTRICT FOR MARBLE ARCH LONDON

This is to give notice that a ballot is to be held on the proposal of the Marble Arch Partnership to renew and alter the Business Improvement District (BID) for Marble Arch London. You should shortly receive a copy of the BID Proposal Document from the BID Proposer.

The ballot will be conducted entirely by post by the Independent Scrutineer, Civica Election Services of 33 Clarendon Road, London N8 0NW. Ballot Papers will be sent to those eligible to vote on **Tuesday 3 February 2026** for return to them by no later than **5pm** on **Thursday 5 March 2026** (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 the Council's database for each hereditament (business premise) situated in the geographical area of the proposed BID as at 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 in the geographical area of the proposed BID.

This Notice is in respect of the following Hereditament:

The lasered hereditament address will appear here

Appointment of a Proxy
Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if they are going to be away at the time of the ballot). Applications to appoint a proxy must be submitted to Civica Election Services (CES) at the above address or via email to **bids.UK@civica.com** no later than **5pm** on **Monday 23 February 2026**. An application for the appointment of a proxy must be made 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 a proxy;
b) state the address(es) of the applicant's hereditament or hereditaments;
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 and willing to be appointed.

A proxy appointment may be cancelled by notifying CES at the above address no later than **5pm** on **Saturday 28 February 2026**.

Please see over

Replacement Ballot Papers
Ballot Papers will be despatched on **Tuesday 3 February 2026**. If you have not received your ballot paper in the week after this date, please apply for a replacement ballot paper.

CES can provide a replacement request form to aid the process of requesting a replacement and providing all the necessary information. Please email **bids.UK@civica.com** to request one.

You may apply to CES for a replacement paper by supplying **ONE** of the following:

a) An email sent from a business account including a company email signature; or
b) A letter in hard copy form along with the appropriate 'evidence of identity'; or
c) A scan of both the letter and the 'evidence of identity' attached to an email

Any email requests should be sent to **bids.UK@civica.com**. Hard Copy requests should be addressed to The Independent Scrutineer, Civica Election Services, The Election Centre, 33 Clarendon Road, London N8 0NW.

Hard copy requests must be signed by the Eligible Voter and evidence of the voter's identity must be provided in the form of **ONE** of the following:

a) A signed **Letterhead** for the appropriate company; or
b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament; or
c) A signed **photocopy** of an item of personal ID such as a **Passport** or **Driving Licence**.

Please do not send original copies of ID or Bills.

CES will issue any replacements that match the requirements detailed above, on **Friday 27 February 2026**.

Spoilt Ballot Papers
If you inadvertently spoil your ballot paper in such a manner that it cannot be conveniently used as a ballot paper, please return it to CES (address overleaf). On receipt of the spoilt ballot paper, CES will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by CES later than three working days before **Monday 2 March 2026**.

Count of Ballot Papers
Ballot papers will be counted on **Friday 6 March 2026**, and the result of the ballot will be announced shortly after.

For a BID ballot to be successful there must be a majority of those voting in favour of the proposal, and those voting in favour must represent a majority of the aggregate rateable value of the hereditaments voting.

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.

Declaring the result
The ballot result will declare:

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 the BID;
d) the total aggregate rateable value of valid votes in favour of the BID; and
e) if applicable, the total number of ballot papers rejected.

For the BID Ballot to be successful there must be:

i. A majority in favour of the BID in the number of those voting; and
ii. A majority in favour of the BID in the proportion of rateable value of those voting.

Further details of the BID Proposal
If you require further information on the BID, please contact Kay Buxton | 020 3145 1210 | getinvolved@marble-arch.london

Alternatively, information on the BID is available from **www.marble-arch.london**