



PLANNING ETC (SCOTLAND) ACT 2006  
BUSINESS IMPROVEMENT DISTRICTS (SCOTLAND) REGULATIONS 2007

**NOTICE OF BALLOT**

**PROPOSED BUSINESS IMPROVEMENT DISTRICT  
FOR BID FORT WILLIAM**

This is to give notice that a ballot is to be held on the proposal of the BID Fort William to introduce a Business Improvement District (BID) for Fort William for a period of 5 years from 1 December 2024 until 31 January 2029.

The ballot will be conducted entirely by post on behalf of the Ballot Holder, The Highland Council by the Independent Scrutineer, **Civica Election Services (CES)** of **The Election Centre, 33 Clarendon Road, London N8 0NW**. Ballot papers will be sent no later than **Thursday 3 October 2024** to those eligible to vote, for return to Civica Election Services (CES) by no later than **5pm on Thursday 21 November 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 the Council's database for each property (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 property occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

**This Notice is in respect of the following property:**

*The lasered hereditament address will appear here*

**The Fort William Business Improvement District area covers the streets listed in Annex A.**

**Appointment of 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 CES at the above address no later than **5pm on Monday 11 November 2024**.

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 property or properties;
- 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 address above no later than **5pm on Saturday 16 November 2024**.

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### Lost Ballot Papers

Ballot Papers will be despatched on **Thursday 3 October 2024**. If a ballot paper has not been received by Tuesday 12 November 2024 you may apply to CES for a replacement paper in writing by supplying ONE of the following:

CES can provide a replacement request form to aid the process of requesting a replacement and providing all the necessary information. Please email [bids@cesvotes.com](mailto:bids@cesvotes.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@cesvotes.com](mailto:bids@cesvotes.com). Hard Copy requests should be addressed to The Independent Scrutineer, Civica Election Services, The Election Centre, 33 Clarendon Road, London N8 0NW.

The letter 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 property; 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, from the replacement deadline on **Tuesday 12 November 2024**.

### 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. However, please be aware that to be counted, your ballot paper must be received by Civica Election Services no later than 5pm on **Thursday 21 November 2024** (the day of the ballot).

### Count of Ballot Papers

Ballot papers will be counted on **Friday 22 November 2024**, and the result of the ballot will be announced thereafter.

For a BID ballot to be successful there must be a minimum of 25% turnout of eligible business in the area both by number and aggregate rateable value. Of those voting there needs to be a majority of 50% or more in favour both by number and by combined rateable value of the properties 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.

### Further details of the BID Proposal

The BID arrangements and proposals will be described in detail in the BID Business Plan. This will be issued to you with the ballot paper. If you require further information on the BID, please contact BID Fort William, MacLean House, Fort William, PH33 6BT; [www.bidfortwilliam.co.uk](http://www.bidfortwilliam.co.uk); Email: [mark@bidfortwilliam.co.uk](mailto:mark@bidfortwilliam.co.uk) or Tel: 0780 448 4650

### Ballot Holder

The Highland Council, Election Office, Council Headquarters,  
Glenurquhart Road, Inverness IV3 5NX

26 September 2024

## APPENDIX A

### Are you in favour of the Business Improvement District proposals for the following streets:

Achintee	Ross Place
Achintore Road	Seaview Terrace
Alma Road	Station Square
An Aird	The Parade
Argyll Road	Town Pier
Bank Street	Tulloch Place
Battlefield Crescent	Union Road
Belford Road	Viewforth Place
Ben Nevis Drive	Young Place
Bruce Place	
Camanachd Crescent	
Cameron Square	
Carmichael Way	
Connochie Road	
Croft Road	
Dudley Road	
Fassifern Road	
Fraser Square	
Glen Nevis	
Glen Nevis Business Park	
Glen Nevis Place	
Glenloch Road	
Gordon Square	
Grange Road	
Grange Terrace	
Heathercroft Road	
High Street	
Inverloch Court	
Lochiel Road	
Lochy Bridge	
Lochy Crescent	
Lundavra Crescent	
Lundavra Road	
Lundy Gardens	
Middle Street	
Montrose Avenue	
Monzie Square	
Moray Place	
Nevis Bridge	
Nevis Road	
North Road	
Perth Place	