

Michelle Percy
Director of Place
Newcastle City Council
Civic Centre
Barras Bridge
NE99 2BN

RECORDED DELIVERY

31st August 2023

Dear Michelle

Notice to Instruct BID Holder to Hold the BID Ballot

Pursuant to paragraph 4.2.a of The Business Improvement District (England) Regulations 2004, please take this letter as notice of our instruction to you as the Ballot Holder, to hold the NE1 BID Ballot with a ballot date of 19th October 2023.

Please find enclosed a copy of our proposed business plan, a map of the BID area, the list of streets included within the BID area, and a copy of NE1's BID levy rules and Ballot Alteration Rules. As you are aware, financial management arrangements are set out in the Operating Agreement between Newcastle City Council and NE1, dated 29 April 2009.

The BID Proposal takes account of the baseline services of the council, correct as at the date above. The Services to be provided by the BID are wholly different from or in addition to these services which are (as described in the baseline agreement dated 2018):

- Street cleansing and waste disposal
- Graffiti removal
- Grounds and winter maintenance
- Pest control
- Events
- Car parking and public transport provision
- Events and provision of public facilities (e.g., theatres etc.)
- Other statutory duties (e.g. regulation, planning, licensing, street lighting)

We note that the Council has no intention to use the availability of BID levy to disproportionately reduce its baseline services within the BID area compared to reductions it may apply elsewhere.

I can also confirm that the consultation process with businesses involved the following:

- Conducting formal, independent research into what businesses want to see from NE1
- Emailing and posting a copy of NE1's business consultation document to all our businesses in June 2023
- Individual calls, meetings, and emails with NE1 businesses
- A series of sector and geographically based group meetings

In accordance with the BID Regulations, please may I remind you that, as the Holder of the Ballot, Newcastle City Council has the following responsibilities;

- To issue the Notice of the Ballot to all eligible businesses entitled to vote and,
- To copy the Notice of the Ballot to the Secretary of State

This must be sent no later than 5th September 2023.

I would be most grateful if you could confirm receipt of this letter and your acknowledgement of the responsibilities and deadlines detailed above via email to stephen.patterson@newcastlene1ltd.com.

Yours sincerely

Stephen Patterson
Chief Executive
Newcastle NE1 Limited

Cc Linda Scott