

Tracie Evans
Strategic Director of Finance
Royal Borough of Kingston upon Thames
Guildhall 2
Kingston upon Thames
KT1 1EU
28th May 2009

Dear Ms Evans

Notice seeking a ballot for the Kingstonfirst BID2 – 2010 to 2015

Kingston Town Centre Management Ltd, acting as BID proposer, asks you to accept this letter as our formal notice requesting the billing authority to instruct the ballot holder to hold a BID ballot in relation to the attached BID2 proposal.

This notice is submitted in line with Regulation 4(2)(ii) of The Business Improvement Districts (England) Regulations 2004.

In accordance with Regulation 4(2)(a)(i) I also enclose:
Summaries of the consultation process undertaken
The proposed business plan
Cashflow summary
Financial management arrangements for the BID body etc.

As required by Regulation 4(2)(b) I enclose a bank statement and cash flow demonstrating our ability to meet the costs of the ballot, which are estimated at a maximum of £5,000, should that be required under Regulation 10.

Please will you also accept this letter as our formal request under Regulation 11(2)(a) for the supply in data form of a list of all non-domestic ratepayers with name, address and rateable value for each hereditament, which is occupied or unoccupied, in the geographical area covered by this proposal. We confirm that we intend to make use of the information only for the purposes of canvassing people entitled to vote in the BID ballot.

We are excited by the opportunities that the Kingstonfirst BID2 will offer Kingston town centre and look forward to working on this project with colleagues at Kingston Council.

Yours sincerely



Graham P McNally
Chief Executive Kingston Town Centre Management Ltd
cc. Secretary of State for information only