

## Appendix E

To be sent by email ahead of the ballot

*As required by regulation 4 and 5 of The Business Improvement District (England) Regulations 2004, on behalf of the Welwyn Garden City BID (the BID Proposer) I hereby submit the Welwyn Garden City BID Proposal and Business Plan and request that you instruct the Ballot Holder to arrange a ballot to be held for the non-domestic ratepayers in the area defined by the BID Proposal and Business Plan. We would like the closing date for the ballot to be 5pm Thursday 18<sup>th</sup> November 2021.*

*I attach a copy of the BID Full BID Proposal and Business Plan and a copy of the Prospectus which will be available on the Welwyn Garden City BID web site for access by all. A copy of the BID prospectus will also be sent to all business and non-domestic rate payers in the proposed Welwyn Garden City BID area as defined by the BID Proposal and Business Plan who fall within the proposed levy criteria.*

*I also attach receipt from the Secretary of State's office requesting that you send them a copy of the 42 Day Notice as appropriate.*

*I would be grateful if you could confirm that you have received this request. Thanks*