

Chief Executive/The Returning Officer  
Cardiff Council  
County Hall  
Atlantic Wharf  
Cardiff CF10 4UW.

Date: 21 April 2016

Dear Sir/Madam

**FORMAL LETTER TO REQUEST BILLING AUTHORITY TO INSTRUCT BALLOT HOLDER TO HOLD A BID BALLOT**

I am writing on behalf of the Cardiff BID, to formally request that you instruct the ballot holder to hold a BID ballot. The ballot date (the final day of the ballot) will be 30 June 2016.

In line with the requirements of Regulation 4 of the Business Improvement District Regulations of 2004 I confirm the following:

1. The entire cost of holding the BID ballot will be covered by the BID Proposer and that this money is budgeted for.
2. The Local Authority, as the billing authority have been partners in the development of the BID Proposal and as far as we are aware no proposals conflict with any policy formally adopted by them.
3. All potential levy payers and the Billing Authority will receive, before the ballot commences, BID Business Plan which sets out the BID Proposals, the consultation that has been undertaken and financial management details

Please do not hesitate to contact me if you have any queries or require further information.

Yours sincerely



**M. Aswat**  
**Director**