



PLANNING etc (SCOTLAND) ACT 2006

BUSINESS IMPROVEMENT DISTRICTS (SCOTLAND) REGULATIONS 2007

BALLOT ARRANGEMENTS

PROPOSED RENEWAL OF THE BUSINESS IMPROVEMENT DISTRICT FOR ISLE OF BUTE BID

Important – This letter contains information on how to vote on the proposal of Isle of Bute BID to renew the Business Improvement District (BID) for the Isle of Bute.

1. Explanation of what you have been sent

- (a) A ballot paper for the Isle of Bute BID ballot.** The rateable address (relevant property) to which this ballot applies is stated on the ballot paper. Some voters will be receiving more than one envelope and set of ballot papers as they are registered as a voter for more than one property.
- (b) Return Envelope.** A pre-paid envelope in which to return the ballot paper.
- (c) BID Business Plan.** This has been provided by email to persons eligible to vote in the ballot by Isle of Bute BID, as the BID proposer, and gives further information on the BID proposals for you to consider. Isle of Bute BID proposes a number of projects aimed at improving the business environment within the BID area. It is up to each person entitled to vote to decide if they are in favour of the BID proposals or not.

2. Voting

The person entitled to vote should put a cross (X) in the box of their choice. “Yes” to vote in favour of the proposed BID or “No” to vote against. The voter must then sign the ballot paper, write their name in block capitals and write their position in the company or partnership.

The ballot will be conducted entirely by post. Return the completed ballot paper in the enclosed pre-paid envelope. To be counted the ballot paper must be received by the Returning Officer no later than **5pm on Thursday 10 September 2026**. Ballot papers should be returned as soon as possible to avoid postal delays.

How a vote is cast will be secret.

3. Appointing someone else to vote (a proxy)

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (a proxy). Applications to appoint a proxy must be sent to the **Returning Officer, Kilmory Headquarters, Lochgilphead, Argyll PA31 8RT** no later than **5pm on Monday 31 August 2026**. 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 the Returning Officer at the address above no later than **5pm on Saturday 5 September 2026**.

4. Lost Ballot Papers (ballots not received)

If a ballot paper has not been received by **Tuesday 1 September 2026** you may apply for a replacement paper, in writing. The letter should be addressed to the Returning Officer at the above address. It must be **signed** by the person eligible to vote and must include evidence of your identity. The address and where possible the UPRN should be clearly stated, along with a request for a replacement ballot paper.

5. Spoilt Ballot Papers

If you (or your proxy) spoil the ballot paper in such a manner that it cannot be conveniently used as a ballot paper, you can return it to the Returning Officer at the above address for a replacement. On receipt of the spoilt ballot paper, the Returning Officer will issue a replacement. Replacements for spoilt ballot papers can be issued up to **5pm on Thursday 10 September 2026**.

6. Count of Ballot Papers

Ballot papers will be counted on **Friday 11 September 2026** and the result of the ballot will be announced shortly after.

7. 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.

8. Declaring the Result

The Returning Officer, as ballot holder, shall certify:

- (a) the total number of votes cast in the ballot excluding any votes given on ballot papers rejected under Paragraph 7 above;
- (b) the aggregate rateable value of each relevant property in respect of which a person voted in the ballot;
- (c) the total number of votes cast in favour of the question asked in the ballot;
- (d) the total number of votes cast against the question asked in the ballot;
- (e) the aggregate rateable value of each relevant property in respect of which a person voting in the ballot has voted in favour of the question asked; and
- (f) the aggregate rateable value of each relevant property in respect of which a person voting in the ballot has voted against the question asked.

Having made the certification of the above, the ballot holder shall make a declaration of the matters so certified, and will give public notice of the matters so certified as soon as practicable and within 7 days after the counting of the votes.

For the BID ballot to be successful:

- (a) the number of votes cast in favour of the question asked must exceed the number of votes against the question asked;
- (b) the aggregate of the rateable values of the premises in respect of votes in favour of the question asked exceeds the aggregate of the rateable values of the premises in respect of votes against the question asked;
- (c) the ballot turnout must be **at least 25%** of the total number of persons entitled to vote; and
- (d) the aggregate of the rateable values of the premises in respect of votes for the question asked **plus** the aggregate of the rateable values of the premises in respect of votes against the question asked is **equal to at least 25%** of the aggregate of the rateable values of all premises in respect of which a person is entitled to vote in the ballot.

9. Further details of the BID Proposal

The BID arrangements and proposals are described in detail in the BID Business Plan previously issued by the Isle of Bute BID via email. Further copies and information are available on request from the **Isle of Bute BID, C/o 88 High Street, Rothesay, Isle of Bute PA20 9BB** Tel. No. 07538 264789 or E-mail to info@butebid.com (In terms of regulation 5.3 of the Business Improvement Districts (Scotland) Regulations 2007)

For further information on the conduct of the ballot contact the Returning Officer at the Election Office, Kilmory Headquarters, Lochgilphead, Argyll PA31 8RT, Tel. No. 01546 603264 e-mail. elections@argyll-bute.gov.uk

PIPPA MILNE
Returning Officer

30 July 2026