

APPENDIX ONE – BID Leamington Renewal Timescales

Time period	Activity
June- August	Local Authority Consultation about Baseline Agreement
	Cleaning voter list
	Business consultation by BID
October	Completion of draft Business Plan/Proposal Document
November	Notification to Secretary of State & Billing Authority
	Agree final Business Plan/Proposal Document
	Business Plan/Proposal Document submitted to WDC for approval
January	Letter from WDC to check voter list
	Cleaned voter list supplied to ERS
1 February	Final documents sent to ERS
14 February	Notice of ballot sent to all businesses by WDC
28 February	Ballot papers issued by WDC
3 April	Announce ballot result