

APPENDIX ONE – BID LEAMINGTON Renewal Timescales

Time Period	Activity
Sep 2022	Local Authority consultation on the Operating Agreement and Baseline Agreement commences/ongoing
	WDC appoints a company to outsource BID Ballot function – UK Engage appointed
	Business consultation by BID commences/ongoing
Oct 2022	Notification to Secretary of State and Billing Authority to hold ballot (84-day notice)
Nov 2022	Writing of Business Plan and Proposal document
	On-going business consultation
Dec 2022	Agree final Business Plan and Proposal Document
	Agree Baseline and Operating agreement between WDC and BID Leamington
Jan 2023	Letter from WDC to check voter details – Monday 9 th January
	Voter list supplied to UK Engage by WDC
Feb 2023	BID Proposal launch meeting (8 th February 2023)
9 Feb 2023	Final Documents sent to UK Engage
9 Feb 2023	Notice of Ballot sent to all businesses by WDC (42-day notice)
2 Mar 2023	Ballot papers issued by WDC (28 days before Ballot Day)
30 Mar 2023	Ballot Day deadline 5.00pm
03 April 2023	Count and announcement of ballot result
30 Sep 2023	Disposal of ballot papers