

Contact: **Steve Sawyer (Executive Director)**
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Email: steve@manorroyal.org
Date: **07 July 2017**



Secretary of State
c/o Peter Bates
Local Government Finance Division
Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU

SENT BY EMAIL AND BY POST (Peter.Bates@communities.gov.uk)

Dear Minister,

Manor Royal Business District BID – Intention to hold a ballot

As per the BID Regulations (2004) please accept this letter as being more than the 84 days notification required of the intention of requesting the billing authority to put the BID renewal proposal to ballot:

Name of BID: Manor Royal Business District

Name of Billing Authority: Crawley Borough Council

Contact Details: Steve Sawyer (Executive Director), Manor Royal BID, Unit 38 Basepoint Business Centre, Metcalf Way, Manor Royal Business District, Crawley, West Sussex, RH11 7XX

Start date of ballot: 02 February 2018

Final day of ballot: 01 March 2018

Start of BID term: 01 June 2018

If you have any questions, please contact me at the above address. In the meantime, I look forward to receiving your confirmation that you have been properly notified, as required by the Regulations.

Yours sincerely

Steve Sawyer
Executive Director
Manor Royal Business District Ltd

cc: Natalie Brahma-Pearl (Chief Executive, Crawley Borough Council), Ann-Marie Brown (Head of Legal and Democratic Services, Crawley Borough Council), Karen Hayes (Head of Finance, Crawley Borough Council), Clem Smith (Head of Economic and Environmental Services, Crawley Borough Council)