

# Notice of Ballot and arrangements for the ballot

A ballot is to be held on a proposal of the Business Improvement District (BID) for Ipswich. The ballot will be taken entirely by post, with votes to be returned **by 5pm** on the day of the ballot, which is **Thursday 16<sup>th</sup> July 2026**.

This ballot is being run by Ipswich Borough Council.

## Who can vote?

Those eligible to vote in this ballot are the non-domestic ratepayers listed in the Council's records for each hereditament (rateable property) which is situated in the geographical area of the BID area as at the date of this notice and with a rateable value of £24,500 or more.

Each ratepayer entitled to vote has one vote for each occupied hereditament (or, if unoccupied, owned by them) in the geographical area of the BID.

## Issue of ballot papers

The ballot period will be from **Thursday 18<sup>th</sup> June** until **Thursday 16<sup>th</sup> July 2026**.

## Close of ballot

To be included in the count, ballot papers must be returned to the Ballot Holder, using the envelope provided, **by 5pm on Thursday 16<sup>th</sup> July 2026**.

## Who will the ballot paper be sent to?

Ballot papers will be sent to the address of the hereditament, or their nominated representative. If no appropriate person was named in this process, the ballot paper will be addressed to "The Manager".

## Appointing someone else to vote (a proxy)

The person eligible to vote may appoint any one person as a proxy to vote on their behalf, for example, if they are going to be away at the time of the ballot.

An application form to appoint a proxy can be obtained by contacting the Ballot Holder and this form must be completed and returned **before 5pm on Monday 6<sup>th</sup> July 2026**.

## What if a ballot paper is not received by the voter or is spoilt?

If you have not received a ballot paper by **Friday 10<sup>th</sup> July 2026** you can apply for a replacement, which will be issued on **Monday 13<sup>th</sup> July 2026**, after this date you may apply in person, up to the close of ballot, subject to proof of identity.

If you damage or mark a ballot paper in any way so that it cannot be conveniently used, you may return it by post or by hand to the Ballot Holder asking for a replacement. The original paper will be cancelled and a replacement will be issued. The last day to return a spoilt paper and have a replacement is **Monday 13<sup>th</sup> July 2026**.

## Counting of votes

Ballot papers will be counted on **Friday 17<sup>th</sup> July 2026** at Grafton House and the result will be published that day on the Council's website [www.ipswich.gov.uk/elections](http://www.ipswich.gov.uk/elections)

For the BID ballot to be successful there must be a majority of those voting in favour of the proposal, both in terms of the numbers voting AND also the aggregate rateable value represented by those voting.

## List of persons entitled to vote and their proxies (if any)

A list of each non-domestic ratepayer, and the address and rateable value of each hereditament in the geographical area of the proposed BID, is available for inspection at the Electoral Services Office, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE from 8.30am to 4.30pm Monday to Friday.

A request can be made to the Ballot Holder for a copy of the list from an individual or group that represents 5% or more of those who are liable for any proposed BID levy, provided that:

- the request is made in writing to Ipswich Borough Council
- the request identifies the BID ballot
- that the person or group of persons making the request intends to make use of the information requested only for the purpose of canvassing persons entitled to vote in the BID ballot

## Name and address of the BID proposer

Locus Management Solutions Limited (trading as Ipswich Central and All About Ipswich)  
The Master's House, 19 Lower Brook Street, Ipswich, Suffolk IP4 1AQ  
Telephone: 0845 155 3030  
Email: [admin@locusms.com](mailto:admin@locusms.com)  
Web: <https://ipswichcentral.com/ballot-2026/>  
The BID proposal is available on request from the BID proposer.

## BID timeline

<b>4<sup>th</sup> June 2026</b>	Notice of Ballot
<b>18<sup>th</sup> June 2026</b>	Ballot papers sent by 1st class post
<b>18<sup>th</sup> June 2026</b>	Ballot period begins
<b>6<sup>th</sup> July 2026</b>	Deadline for proxy requests
<b>16<sup>th</sup> July 2026</b>	Day of ballot
<b>17<sup>th</sup> July 2026</b>	Count and declaration of results

## Helen Pluck Ballot Holder

Electoral Services  
Ipswich Borough Council,  
Grafton House,  
15-17 Russell Road,  
Ipswich  
IP1 2DE  
Telephone: 01473 432000 option 3  
Email: [elections@ipswich.gov.uk](mailto:elections@ipswich.gov.uk)

**Date of this notice: 4<sup>th</sup> June 2026**