

Appendix 6

Self Regulation Checklist



Colmore BID Self regulation checklist

The Process

Both BCC and the BID Proposer should comply with the following activities:

- A written request has been made to BCC for a copy of the details of levy payers, to include:
 - The name of the levy payer
 - The address
 - The rateable value of each occupied hereditament, or
 - The rateable value of hereditaments owned, but not occupied
- The above notice must be
 - In writing; and
 - Confirm that the requester intends to use the details for the purpose of canvassing in advance of a BID ballot
- The BID has paid the relevant fee (if any) for this
- The BID proposer is:
 - A non-domestic rate payer in relation to a hereditament situated in the proposed BID area
 - Has an interest in land located in the BID area, or
 - Is a body one of whose purposes is developing BID proposals
- Birmingham City Council has made available a copy of the data they have provided at their main office during working hours
- The BID has issued a notice to Birmingham City Council and the Secretary of State of their intention to hold a ballot 84 days before sending the notice requesting Birmingham City Council to instruct ERS
- The BID has provided a notice in writing requesting Birmingham City Council to instruct ERS
- The BID has provided evidence that it has sufficient funds to meet the costs of the BID ballot
- The BID has provided evidence that they have made reasonable attempts to send a copy of their BID proposals to all liable levy payers
- Birmingham City Council is satisfied that the BID proposals do not conflict with a policy adopted by Birmingham City Council
- Birmingham City Council is satisfied that the BID proposal will not act as a significantly disproportionate financial burden on a person or class of person, in comparison to other non-domestic rate payers in the BID area
- The BID has provided information about the financial management arrangements for the BID, including arrangements for providing information on finance to Birmingham City Council
- The BID has provided a summary of the consultation they have undertaken
- The BID has provided a summary of the BID proposals (See below: The Proposal / Business Plan)

The Proposal / Business Plan

The Plan must include:

- A statement of the services to be provided, the name of the organization who will provide them and the type of body that the provider is (a local authority, a company under control of the authority, a limited company or a partnership).
- A statement of the existing baseline services
- A description of the geographical area to be covered, including a map
- A statement of which classes of ratepayer will be liable for the BID levy (e.g. any cap or lower threshold)
- An explanation of how the levy is to be calculated
- An explanation of whether the costs incurred of holding the ballot or implementing the BID will be recovered through the BID levy
- A statement of which classes of ratepayer will receive relief, and to what amount (e.g. discounts and exemptions)
- A statement of what elements of the arrangements, if any, can be altered without an alteration ballot
- The length of the BID term
- The commencement date of the BID term
- The following set of financial information
 - Estimated cash flow
 - Estimated predicted revenue
 - Estimated predicted expenditure
 - Predicted budget for the duration of the BID term
 - Contingency Margin