



Dear Sir/Madam

**London Riverside Business Improvement District**

As ballot holder for the above, I am writing to authorise its conduct by Civica Election Services (CES) on our behalf.

The main elements of the BID are set out below:

- Your primary point of contact will be:  
Zena Smith - Election Services Manager  
Town Hall, Main Road, Romford, RM1 3BD  
01708 431585 - [Zena.Smith@havering.gov.uk](mailto:Zena.Smith@havering.gov.uk)
- The Notice of the Ballot will be dispatched 17 January 2022
- The ballot will run from 28 January 2022 – 28 February 2022. The results will be provided before noon on the next working day.
  - Ballot papers will be sent first class on 28 January 2022
  - Replacement papers will be sent by Special Delivery from 22 February 2022.
- The ballot proposer is the London Riverside (BID) Limited
- I am happy for CES to deal directly with Zena Smith, as above.

**Issues for consideration**

1. We will require Voter/Non Voter lists at the following intervals:
  - Week 1: 2 reports
  - Weeks 2 and 3: 2 reports
  - Week 4: 2 reports

These should be sent to Zena Smith, with the following copied in:

- Debbie Moore: [dmoore@londonriversidebid.co.uk](mailto:dmoore@londonriversidebid.co.uk)
  - Eric Mollison: [ericmollison@btconnect.com](mailto:ericmollison@btconnect.com)
  - Olga Astaniotis: [oastaniotis@londonriversidebid.co.uk](mailto:oastaniotis@londonriversidebid.co.uk)
2. I agree with the list of suggested evidence provided by CES in relation to the re-issue of lost papers.
  3. Ballot papers are not to be accepted, if not returned as-per the regulations.  
*'A postal ballot shall not be taken to have been duly returned unless it is received by the ballot holder (either in hand or by post)'*
  4. I agree with the view taken by CES in relation to Proxy applications.

Please send the ballot results to Zena Smith, as above.

If you require any further information in order to proceed, please let me know

Yours Sincerely,

**Andrew Blake-Herbert - Chief Executive**