

APPENDIX 4: Schematic draft project plan for Bromley BID

Phase	Period	Key activities
Preparing for the BID project	July 2013 – March 2014	<ul style="list-style-type: none"> • Undertake initial feasibility study and obtain Member approval • Set up town steering Group • Set up BID working group • Cleanse business rates data and establish CRM database • Establish project team for 2nd and subsequent phases
Consultation & BID viability	April 2014 – June 2014	<ul style="list-style-type: none"> • Publish consultative documentation • Undertake wider consultation with business community • Establish BID newsletter • Establish baseline data
BID Proposal preparation	July 2014 – Sept 2014	<ul style="list-style-type: none"> • Complete consultation and analyse results • Finalise BID levy rules • Draft of BID proposal document • Draft BID 5-year business plan • Draft legal agreements • Obtain formal approval from Billing Authority (LBB) to proceed to ballot
BID Ballot	Oct 2014 – March 2015	<ul style="list-style-type: none"> • Finalise and publish BID proposal document and accompanying documentation • Deliver campaign – including direct contact with voters responsible for each of the eligible hereditaments • Finalise voting list • Publish notice of ballot • Issue ballot papers • Conduct BID ballot (1st week of March 2015).
Post Ballot	March 2015 – June 2015	<ul style="list-style-type: none"> • Announce results • Finalise legal agreements • Make arrangements for billing and collection of BID levy • Assist the BID Board to establish operational BID Company