Dear [name]

**Business Improvement District Levy**

We write to you following your request for a reduction in your BID levy.

This BID worked hard, despite extremely tight cash flows, throughout the lockdown period. We are now dealing with the, arguably, more challenging restart phase as businesses begin to slowly return to some sense of normality. In the future, we will play a crucial role in helping to rebuild our local economy. The BID is uniquely placed to help our business community through the Coronavirus pandemic. We have been aware that we will face a reduction in our income as some businesses may not survive in the longer term and other income streams become harder to sustain. Yet, we remain absolutely committed to the task in hand.

We thus believe that there is no argument for waiving or reducing BID levies at this time, and our discussions with other BIDs across the country seem to support this. Industry bodies, such as British BIDs, have also reinforced this view in their joint open letter to levy payers (attached). Our Regulations preclude any selective changes to the levy arrangements without an alteration ballot, and individual piecemeal reductions for particular levy payers isn’t fair or legitimate when most have managed to pay and are keen to continue to do so. Some BIDs may take a different view, but their circumstances are likely to be very different to ours – they may, for example, have large reserves or feel that their situation is such that they need to give reductions.

Whilst we recognise that it is difficult and have, therefore, allowed businesses time to adjust, plan and access support available from Government and other sources, we must now request that you pay your levy as soon as possible.

Thank you for reading this response.

Yours,

[name]