

## Wight BID LEVY APPEALS FORM

VISIT ISLE OF WIGHT LTD realise that there may, exceptionally, be, organisations within the included classifications who do not have the opportunity to benefit directly or indirectly from visitors and their expenditure. This appeals procedure allows for exemptions to be considered on a case by case basis.

**Please note that appeals will only be considered if received within 45 days of the date of issue of the BID levy demand notice.**

Name of company:	BID levy Account reference (as shown on your bill):
Address & Postcode:  Address of property concerned if different from above:	Email & Tel contact:

Your appeal for exemption will only be considered if you can provide evidence of one or more of the following:-

Please tick which reasons you are providing evidence for:

No opportunity to benefit financially from the visitor economy, directly or indirectly	
Not categorised correctly under the Valuation Office Agency (VOA) categories and should be categorised within a different category, not included within the BID scope, including steps taken to contact VOA.	
No longer trading as a business. <i>Please provide date of application to the VOA for the premises to return to residential use, together with evidence.</i>	
The business or premises have been sold to new owners.	

Any of the above reasons will only be considered if they apply to the business at the start of the BID year or within 45 days of issue of the BID demand notice.

Please enter details setting out the reasons for your appeal and why it should be considered under the category of appeal indicated.

Attach appropriate evidence to support your appeal

e.g. copies of communication with Valuation Office / confirmation of sale of business

#### NOTES

1. VIOW may request further information or evidence which the applicant should provide in a timely manner, or the appeal may not be considered.
2. As well as the information supplied by the applicant, VIOW reserves the right to consider all evidence available in the public domain such as the applicant's printed & online promotional material in considering the merits of any application for exemption.
3. The Managing Director of VIOW will also consider whether the business or organisation has any opportunity to benefit from the marketing activity being carried out through the Wight BID proposal during the BID period, when considering the above.

4. Applications will be considered on an individual basis with no precedent being established by particular decisions.
5. Appeal applications will be considered initially by the BID Revenue & Administration Group which will meet monthly.
6. The BID Revenues & Administration Group's recommendations will be submitted to the VIOW BID board for sign off and approval.
7. Decisions will be recorded and communicated in writing to applicants setting out any reasons for refusal within one month of receipt of application.
8. Any exemption approved by the Wight BID Governance Board is valid for one financial year of the BID. This exemption will be reviewed for each subsequent year to check that similar circumstances apply. Each review, at the discretion of VIOW, may be treated as a review of the validity of the exemption, or require a new application by the applicant, to be conducted under the Bid appeals process.
9. All levy payers are expected to pay their levy in a single payment by the due date. If full payment has not been received within 45 days of the initial demand for the levy, then the statutory legal recovery process will come into force that incur additional costs to the levy payer. Payment terms, including the addition of recovery costs may be considered for the recovery of the full levy fee. Before that time, payments on account are permissible but may not avoid additional costs being applied if full payment is not received within the specified time.
10. Any application will be treated in confidence by VIOW and the BID levy administration. Any decision made is a matter solely between the appellant and VIOW.
11. This Appeals process will be kept under review and will be considered by the Board of VIOW from time to time. The process, as amended, will be published on the Visit Isle of Wight Industry website.

RETURN THIS FORM TO

The Bid Administrator

The Guildhall

High Street

Newport

Isle of Wight

PO30 1TY

Telephone: 01983 554954

Email: [Bid@visitwight.org](mailto:Bid@visitwight.org)