

North Yorkshire Council

Corporate Director Community Development

19 November 2025

Ripon Business Improvement District Renewal Proposal

Report of the Corporate Director Community Development

1.0 PURPOSE OF REPORT

- 1.1 To present the proposal submitted by Ripon BID Ltd. for a new term of the Ripon Business Improvement District, confirm whether the proposal meets the requirements of the Business Improvement Districts (England) Regulations 2004, and whether to instruct the ballot holder to implement a renewal ballot.

2.0 SUMMARY

- 2.1 Ripon Business Improvement District has been in operation since 1 September 2021 and is approaching the end of its 5-year term. The company responsible for managing the BID, Ripon BID Ltd. has submitted a proposal document to North Yorkshire Council to continue the BID for a further 5-year term from 1 September 2026 to 31 August 2031.
- 2.2 This report seeks a decision from the Corporate Director – Community Development, that the submitted proposal document meets the requirements of the Business Improvement Districts (England) Regulations 2004, and that the ballot holder should be instructed to undertake a renewal ballot.

3.0 BACKGROUND

- 3.1 Business Improvement Districts (BIDs) are a funding mechanism, based on the principle of charging a levy on defined, non-domestic hereditaments following a positive, majority vote of those potentially liable for the levy. Once established, all eligible hereditaments are liable for the levy with the income managed by a BID body to fund activity for the benefit of levy payers in line with the objectives detailed in the proposal.
- 3.2 The current Ripon BID was established on 1 September 2021 following a positive ballot of the hereditaments that would be liable for the levy. The BID body responsible for the operation of the BID is 'Ripon BID Ltd.' with their current term coming to an end on the 31 August 2026.
- 3.3 Ripon BID Ltd., acting as the BID Proposer, has therefore formally notified both the Council and the Secretary of State for Housing, Communities & Local Government on the 13 May 2025 of their intention to request a ballot for the renewal of Ripon BID – referred to in the documentation by Ripon BID Ltd. as a 'New Term Ballot'.

4.0 CONTENT OF THE RIPON BID LTD. PROPOSAL DOCUMENT

- 4.1 Since giving notice of the intention to request a ballot, the BID Proposer has developed a proposal document outlining the scope of the new BID term which, on the 5 November 2025, was submitted to the Council as at Appendix A. A formal request to instruct the ballot holder has also been submitted to the Council by the BID Proposer.

- 4.2 On receipt of a proposal and a request to instruct the ballot holder, the Business Improvement Districts (England) Regulations 2004 require that the billing authority (North Yorkshire Council), must be satisfied that the proposal addresses certain technical and policy issues detailed in Regulation 4 and Schedule 1 before it can instruct the ballot holder.
- 4.3 This requirement includes the need for the proposal to include specific information with regard to defining the term, geographic extent and priorities of the BID, the percentage levy and details of the classes of non-domestic rate payers that would be liable and exempt from the levy. In addition, the Council must be content that the proposal does not create a disproportionate burden on a particular class of levy payers and that the BID aligns with key Council policy documents.
- 4.4 A review of the proposal has been undertaken by the Council's Regeneration, Legal, Revenues and Electoral Services teams as summarised below:
- 4.5 Geography - the proposed geography remains as per the current, 2021 – 2026, BID area as portrayed on the plan and list of street and hamlets in the proposal. This area extends in a triangular shaped area with the city of Ripon at its core and extending to North Stainley in the north, Skelton-on-Ure in the east and Grantley in the west. North Yorkshire Council operates a GIS layer produced by the former Harrogate Borough Council that is used to identify the non-domestic hereditaments within the geographic area.
- 4.6 Priorities - the BID proposes to deliver activity through three objectives 'Local & Visitor Marketing', 'Access & Facilities', and 'Business Support', the titles of each remain unchanged from the current term. Specific activity to be delivered through each objective is included in the 'Statement of Works' at Section 6 of the proposal.
- 4.7 BID Levy - the BID Proposer has established that the BID levy will be charged at a rate of 2% of the rateable value of those hereditaments liable for the levy as detailed in Section 4 of the proposal.
- 4.8 Liable Hereditaments - all hereditaments within the BID area with a rateable value of £5,000 or more will be liable for the levy. The BID Proposer has also identified criteria for those hereditaments that will be exempt from the levy. This includes those hereditaments with a rateable value of less than £5,000 and specific uses as detailed in Section 4 of the proposal. The justification for the exemptions related to 'use' have been established by the BID Proposer who view themselves as a 'Destination BID' with following wording *"projects/services primarily designed primarily to attract visitors, increase dwell time and spend. It is felt that these benefits would not apply to those uses and they should therefore be exempt."*
- 4.9 In addition, a review has taken place to ensure the proposed objectives of the BID proposal do not conflict with current or proposed North Yorkshire Council policies. It is noted that the BID proposal does not conflict with current policies including, the Council Plan, Economic Growth Strategy, Destination Management Plan, North Yorkshire Cultural Strategy and Climate Change Strategy.
- 4.10 Based on the information presented in the proposal, it is recommended that the proposal complies with the requirements of the Business Improvement Districts (England) Regulations 2004 and that the proposal should be subjected to a renewal ballot.

5.0 NORTH YORKSHIRE COUNCIL'S POSITION ON VOTING IN BUSINESS IMPROVEMENT DISTRICT BALLOTS

- 5.1 As the owner of both property and land within the geographic area of the existing and proposed Ripon BID, the Council is liable for the BID levy where the hereditament does not meet one of the proposed exemptions. As such the Council is therefore eligible to vote in any future ballot in respect of these eligible hereditaments.
- 5.2 As a business led initiative and due to its rateable value across North Yorkshire which could have a disproportionate impact on any ballot, the Council wishes to ensure that it is businesses operating in the defined area, not the Council, who decide whether a BID is appropriate.
- 5.3 To mitigate this impact, on the 22 May 2024 the Chief Executive Officer made a decision, in the context of a BID renewal ballot for the Yorkshire Coast BID, that '*the Council abstains from voting in BID ballots.*' Therefore, in line with this decision, North Yorkshire Council will abstain from voting in relation the Ripon BID renewal ballot for all eligible hereditaments.

6.0 NEXT STEPS

- 6.1 Subject to the approval of the recommendations in this report the ballot holder, defined as the Council's Returning Officer, will be instructed to subject the proposal to a renewal ballot in line with the Business Improvement Districts (England) 2004 Regulations. The ballot is currently anticipated to take place between the 13 February 2026 and 12 March 2026 with the Council's Electoral Services Team overseeing the delivery of the process.
- 6.2 The result will be announced shortly after the closure of the ballot. If, through the ballot the proposal is approved, the new term of the BID would commence on the 1 September 2026 for a 5-year term.

7.0 CONTRIBUTION TO COUNCIL PRIORITIES

- 7.1 The proposed renewal of the Ripon BID supports the overall vision of the Council Plan 'to harness the power of North Yorkshire's natural capital, unique communities and businesses...to enable a good quality of life for all.'
- 7.2 Specifically, the proposed objectives of the BID Proposal meet the ambition of the Council to 'Support thriving places and empowered communities that live, work, visit and do business in North Yorkshire.'

8.0 ALTERNATIVE OPTIONS CONSIDERED

- 8.1 As the proposal meets the requirements of the Business Improvement Districts (England) Regulations 2004 the Council must undertake a ballot on the renewal of the Ripon Business Improvement District.

9.0 IMPACT ON OTHER SERVICES/ORGANISATIONS

- 9.1 During the renewal ballot the Electoral Services Team will coordinate the process with the support of the Council Revenues Team.
- 9.2 Subject to confirmation that the Ripon BID will continue for a further 5-year term the management of the BID will impact on a range of Council services predominantly related to the collection and payment of the levy, including Revenues, Legal, and Financial Services. As a renewal BID it is anticipated there will be limited impact on services as this situation would be effectively a continuation of the current arrangements.

10.0 FINANCIAL IMPLICATIONS

- 10.1 Except in event of the ballot meeting the requirements detailed in Regulation 10, the Council is required to fund the cost of implementing the renewal ballot. This is to be funded through the Election Reserve. An estimated cost for the renewal ballot is in the region of £2,500. With regard to Regulation 10, where the BID proposals are not approved in a ballot, and those voting in favour is less than 20% of the number entitled to vote in the ballot, the Council may require the BID Proposer to cover this cost. Ripon BID Ltd. has confirmed they have the necessary funds available should this be required.
- 10.2 If, through the ballot, the BID is approved the Council is required to provide support to the BID in terms of billing and administering the collection of the levy. This support will be provided from existing resources, as per the current situation, though a reasonable charge to cover this work in line with the terms of the Operating Agreement between the Council and Ripon BID Ltd.
- 10.3 As an existing Business Improvement District the Council is required to make levy payments on its eligible hereditaments within the BID area. Should the BID proposal be subjected to ballot, and the ballot be successful, the Council would be required to continue making levy payments in line with the BID rules.

11.0 LEGAL IMPLICATIONS

- 11.1 The creation and operation of BIDs is provided for by the Local Government Act 2003 and the Business Improvement Districts (England) Regulations 2004. The Council has received a request under Regulation 4(2)(a)(ii) that, subject to meeting the requirements of regulation 4(1) and (2) it shall instruct the ballot holder (i.e. the Council's returning officer) to hold a renewal ballot.
- 11.2 Beyond compliance with the statutory provisions, there are no other direct legal implications arising from the recommendations within the report.

12.0 EQUALITIES IMPLICATIONS

- 12.1 An equalities impact initial screening has been undertaken and is attached as at Appendix B. As this report and recommendations relate specifically to whether the Ripon BID proposal meets the requirements of the Business Improvement Districts (England) Regulations 2004 there are no direct equalities implications.

13.0 CLIMATE CHANGE IMPLICATIONS

- 13.1 A climate change initial screening has been undertaken and is attached as at Appendix C. As this report and recommendations relate specifically to whether the Ripon BID proposal meets the requirements of the Business Improvement Districts (England) Regulations 2004 there are no direct climate change implications.

14.0 REASONS FOR RECOMMENDATIONS

- 14.1 To confirm whether the renewal proposal by the Ripon BID Ltd. meets the requirements of the Business Improvement Districts (England) 2004 Regulations and whether the renewal proposal should be subjected to a renewal ballot.

15.0 RECOMMENDATIONS

It is recommended that the Corporate Director – Community Development:

- i) Confirms that the proposal by Ripon BID Ltd. meets the requirements of the Business Improvement Districts (England) Regulations 2004 in relation to a renewal ballot.
- ii) Instructs the Ballot Holder to hold a renewal ballot in relation to the Ripon Business Improvement District for a new 5-year term from 1 September 2026.

APPENDICES:

Appendix A – Ripon BID Ltd. Proposal
Appendix B – Equalities Impact Assessment Form
Appendix C – Climate Change Impact Assessment Form

BACKGROUND DOCUMENTS:

Ripon BID Proposal Document Compliance Checklist

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Corporate Director – Community Development
County Hall
Northallerton
11 November 2025

Report Author – Andrew Laycock, Regeneration Officer – Skipton and Ripon
Presenter of Report – Andrew Laycock, Regeneration Officer – Skipton and Ripon

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

**RIPON BUSINESS IMPROVEMENT DISTRICT
BID PROPOSAL**

**REGULATION 4 AND SCHEDULE 1 OF THE BUSINESS IMPROVEMENT DISTRICT
(ENGLAND) REGULATIONS 2004 (CONTENT OF BID PROPOSALS)**

1. Purpose of Document

Ripon BID Ltd (BID Proposer) has resolved to put forward a proposal for a New Term Ballot of the BID Levy Payers for a 5-year term.

Under the BID Regulations of 2004, Regulation 4, the BID Proposer is obliged to send the Billing Authority, North Yorkshire Council, the BID Proposal.

This document is in fulfilment of that requirement.

2. Background to the BID

Ripon BID officially came into being in 2021 for 5 years, a key priority for Ripon BID has been its enhanced marketing and promotion for the visitor economy businesses and the Ripon as a destination. It set out to achieve this under three key themes:

1. Local & Visitor Marketing

Creating a brand for Ripon and marketing the area as a must-visit destination

2. Access & Facilities

Investing in the look and feel of Ripon with better wayfinding and cleaning and greening

3. Business Support

Providing business savings, training and support

1. Local & Visitor Marketing

Create Visit Ripon branding, social media and website. Our Visit Ripon website is dedicated to showcasing Ripon's businesses and attractions to encourage visitors to the city. This is backed up by our presence on social media and a visitor newsletter.

In that time, as well as delivering on the current Business Plan, the Ripon BID has coped with the unprecedented challenges that COVID brought as well as the reorganisation of local government.

Some notable achievements over the last 5 years are:

- Developed a marketing plan and campaigns that include destination and local marketing to promote the city and BID businesses.
- Arranged and coordinated regular Visit Ripon meetings for all the attractions to share data and best practice and created a Visitor Newsletter.
- Brought the Daily Telegraph to Ripon which sparked a series of articles in National press (see visitripon.co.uk/press).
- Full visitor facing website created at www.visitripon.co.uk and the BID website at www.riponbid.co.uk (sites are linked for seamless access). Total number of visitors to the website is nearing 100,000 with over 250,000 views of pages, posts and events. It is ranked No1 on Google for 'Events in Ripon'.
- Developed a comprehensive social media profile on Facebook (over 500,000 views, 200,000+ reach), Instagram (over 60,000 views, 22,000+ reach) and LinkedIn.
- Created strong Visit Ripon branding alongside the BID branding.
- Designed and produced collateral and literature such as a Visit Ripon brochure, a flyer with the history of the Hornblower, Walking maps, Indie Maps.
- Supported the Ripon Theatre Festival as a major sponsor since 2022 and committed to continue to sponsor through until summer 2026.

This event has grown year on year with audience numbers rising from 2500 in 2022 to over 5500 in 2024.

- Annual Hallowe'en, Christmas, Easter & Summer Trails and free children's activities which increase dwell time and spend.
- 5 seasonal videos professionally produced and available for businesses to use.
- Funding sourced to provide an enhanced 3-day Christmas Market with wooden market huts and street entertainment in November 2025.
- Production of Christmas events brochure now sent to over 30,000 households.
- 47.7% rise in daily average footfall over life of BID and 60.78% rise in daily average footfall from year prior to the BID
- Over £180k in grants and other income raised (50% over the estimate). Included in this is the UKSPF funding for the Joint Towns Boost Project and Christmas Markets
- Free after 3 car parking offered on Thursdays (Christmas 2023).
- Successfully worked with North Yorkshire Council to have 4-hour coach parking limit removed in ongoing work to get coach friendly accreditation for Ripon.
- Worked with North Yorkshire Council to ensure the Ripon Big Sky Wheel was a success in 2025.
- Funding of 29 ShopWatch radios resulting in a 40% uplift in people using the scheme.
- Funding sourced for a lockable gate in problem alleyway to alleviate anti-social behaviour.
- Over 450 floral displays (hanging baskets, barrier baskets, planters, floral bicycle) added and funded by the BID.
- Over 21,000 pieces of chewing gum removed, over 600 alley cleans completed, over 5000 sqm of pavements hot-washed and South Side of Market Square hot-washed.
- 3 alleyways and one archway decorated with festoon lighting and funding sourced for collaborative project to provide festoon lighting in Spa Gardens.

- Over £5,000 in premises improvement grants awarded or facilitated.
- Vacant Unit Project has seen the vacancy rate drop from 12% in March 2024 to 6% in May 2025. As a comparison, Harrogate's vacancy rate is 7.8% and York is 8.4%.
- 8 refurbished noticeboards displaying visitor information and events notices, 4 new Ripon entry signs, new pedestrian signage on city centre planters.
- Over £11,000 of business savings identified.
- Regular meetings and excellent relationships developed with directors and officers at North Yorkshire Council to enable businesses views to be heard and excellent relationship developed with York & North Yorkshire Combined Authority and the Mayor's office.
- 27 free training or workshop sessions totalling 114 hours including over 130 people trained in Emergency First Aid.
- Professional photography and videography provided for over 30 businesses.
- Monthly newsletter and timely emails sent with any relevant information such as NI rises, employment of young people, Martyn's Law etc.

The following graphic sets out achievements in greater detail:



A BID can last for a maximum of five years and would need to get a mandate through another ballot to continue. The current term of the Ripon BID is due to come to an end on 31 August 2026 if the new ballot is unsuccessful.

3. Consultation with Businesses on the Proposal

Extensive engagement has been conducted over the last few months to arrive at both a new business plan and Business Improvement District (BID). This has included:

- Consultation carried out with the current Board of Directors in January 2025
- A Newsletter and Renewal Survey was sent/made available to all levy payers in July 2025.
- Ripon BID – One to One engagement with Levy Payers – August- November 2025
- Email issued to Levy Payers with survey link – August 2025

4. Proposal Information

Item	Proposal
BID Body	Ripon BID Ltd
Type of Body	Private Company Limited by guarantee
BID Area	The BID area is set out in Appendix A
BID Commencement & Duration	Duration of 5 years commencing on 01 September 2026
BID Levy	2% of RV across all eligible levy payers with RV of £5,000 or over.
Categories to be Included in the BID and Exemptions	<p>The BID levy will be applied to all businesses within the defined area with a rateable value of or exceeding £5,000, provided they are listed on the Non-Domestic Rates list as provided by North Yorkshire Council for the 'Chargeable Date', set annually. The following will be exempt from paying the levy:</p> <ul style="list-style-type: none"> i. Organisations with a rateable value below £5,000. ii. Charitable organisations that are not using the hereditament for retail purposes with no trading income, arm or facilities and are predominantly volunteer based. iii. Non-profit making organisations with an entirely subscription and volunteer-based set up. iv. Businesses that fall in the following sectors – office, dental, chiropody, GP surgeries, health

	<p>clinics, hospitals, osteopathy, physiotherapy, schools, veterinary, equine, industrial, manufacturing, storage, and workshop.</p> <p>Hereditaments that have been exempted are for the following reasons:</p> <ul style="list-style-type: none"> i) In regard to those below £5,000 in rateable value, the cost of administration and collection outweigh the levy amount raised ii) For the exemptions related to use, the Ripon BID is a 'Destination BID', with projects/services primarily designed primarily to attract visitors, increase dwell time and spend. It is felt that these benefits would not apply to those uses and they should therefore be exempt. <p>The full BID Levy Rules are set out in Appendix B.</p> <p>The BID area will only include whole hereditaments and not part of hereditaments.</p>
Alterations	<p>The levy rate or boundary area cannot be increased without a full alteration ballot.</p> <p>However, if the BID Company wishes to decrease the levy rate or change the following, during this term, it will do so through a consultation, which will, as a minimum, require it to write to all existing BID levy payers. If more than 25% object in writing, then the proposed course of action or changes will not proceed. The BID Directors, through the above consultation and then through majority voting will be able to change the following areas:</p> <ul style="list-style-type: none"> • Type of BID Projects Undertaken • Allocations and budgets for BID projects and between project headings

	<ul style="list-style-type: none"> • Project Timescales • BID Administration & Overhead Costs • BID Governance & Management
Cap	Not Applicable
Projected BID Levy Income	£160,000 pa. The potential 5-year income/expenditure forecast is set out in Appendix C.
Will the costs incurred in developing the BID proposals, holding of the ballot or implementing the BID are to be recovered through the BID levy?	<p>This is to confirm that the costs incurred in developing the BID proposals and holding of the ballot will NOT be recovered through the BID Levy. The only implementation costs that will be recovered from the BID Levy is the BID Levy Collection costs.</p> <p>The cost of the BID Ballot will be met by the BID Proposer if required as per the BID Regulations of 2004</p>
Statement of Works	See Section 6 below.

5. Existing Baseline Services

A baseline statement is a snapshot of the level of service provided by relevant public agencies. Regular monitoring and evaluation of the standards within the BID area will ensure that the services provided by public agencies, primarily North Yorkshire Council and Ripon City Council but also the Police, are up to the standards and requirements. The BID Regulations require 'Baseline Statements (if any) to be made available. Currently, there are Baseline Statements from the Public Agencies for the following services are in the BID area:

North Yorkshire Council

Community Safety & CCTV, Economic Development, Street Cleansing, Parking, Culture & Archives, Events, Public Conveniences, Tourism, Trading Standards, Parks & Grounds

Ripon City Council

Events

6. Statement of Works

Our ambition is to continue developing and investing in those initiatives that have been able to demonstrate value to our BID members and support our objective of promoting Ripon as an all-around, must-see destination. We propose that we will continue our work and add to it as follows:

The following work areas have been informed by the levy payer engagement set out in Section 3.

Objective 1 – Local & Visitor Marketing

- Continue to grow the Visit Ripon website, brand and social media presence.
- Continue our investment into events such as Ripon Theatre Festival.
- Continue to provide seasonal entertainment and activities to drive footfall including the use of Augmented Reality trails – creating a new Alice in Wonderland AR trail bespoke to Ripon and a heritage trail.
- Continue to work with partners to bring new events to Ripon such as the Big Sky Wheel and festivals.
- Create a new art trail in Ripon with five bespoke pieces of street art.
- Explore the feasibility of continuing the 3-day Christmas market with wooden huts.
- Look for new ways to market Ripon to a wider national audience including radio or bus back advertising.
- Work closely with media partners to ensure more media coverage for Ripon.

Objective 2 – Access & Facilities

- Continue our funding of the free 2-way radio system
- Expand our programme of sweeping, litter picking, chewing gum removal, weedkilling and gutter clearing
- Look for new ways to add more directional and welcome signage
- Continue and add to our current floral provision

Objective 3 – Business support

- Offer training courses relevant to our businesses
- Seek additional grant funding for specific projects
- Offer timely advice and help on business rates, rate relief and available grants
- Provide premises improvement grants
- Seek further business savings opportunities
- Continue to pursue better banking provision
- Provide bespoke photography and videography services to businesses.

7. Delivery Arrangements

If the BID Ballot is successful, Ripon BID Ltd, an independent, not-for-profit company, limited by guarantee, will govern the BID.

The Company will have Members and a Board of Directors comprising of representatives from levy paying businesses or equivalent voluntary contributors. Additional, non-levy paying members may be co-opted, as required.

Board Director positions are unpaid and voluntary and will include a mix of sectors and geography of business that operate within the BID area as well as having the necessary skills and experience required to deliver the BID business plan. Board elections will be held, and Company Members will be eligible to stand as a BID Board Director. Nominated representatives from public agencies may also be present at board meetings.

By becoming a member of the BID Company, you can have your say in controlling how the funds are spent and hold the BID company accountable throughout the 5-year term. The BID company will not be able to make a profit, and any surplus must be spent on the projects and services agreed by the levy payers and Board of Directors.

The BID will employ a dedicated team to ensure the projects outlined in this Business Plan are delivered effectively and efficiently. They will be responsible for:

- Being the main point of contact between levy payers and the Board
- Delivery and management of the BID Business Plan
- Seeking additional financial contributions towards the BID company

There will be regular updates via newsletters and e-bulletins. The annual reports and accounts will be produced at the end of each year and available to members online and at the Annual Review.

8. Ballot Arrangements

The ballot will be held and conducted in accordance with The Business Improvement Districts (England) Regulations 2004 as amended. The ballot will be a postal ballot of all businesses in the BID area liable to pay the BID Levy and will be carried out by the Returning Officer at North Yorkshire Council.

The 28-day ballot period is proposed to be run from 13 February 2026 to 12th March 2024. All eligible businesses in the BID area entitled to vote will be notified of the ballot arrangements and will be sent the ballot papers. Proxy voting can be arranged for those that require it.

9. Financial Management Arrangements

The BID will be managed by a Company Limited by Guarantee and will follow all typical Companies House requirements including the filing of annual accounts which will consequently be available to the BID Levy Payers. An annual report will also be made available publicly.

The BID Company is not required to have an external audit.

The BID Regulations require summary information on income and expenditure to be sent with BID Levy invoices each year and this will be carried out.

The Board of Directors will be provided with bi-monthly management accounts.

At least 2 monitoring meetings will take place between relevant personnel from the BID and the Billing Authority to monitor the Operating Agreement and day to day collection and enforcement arrangements.

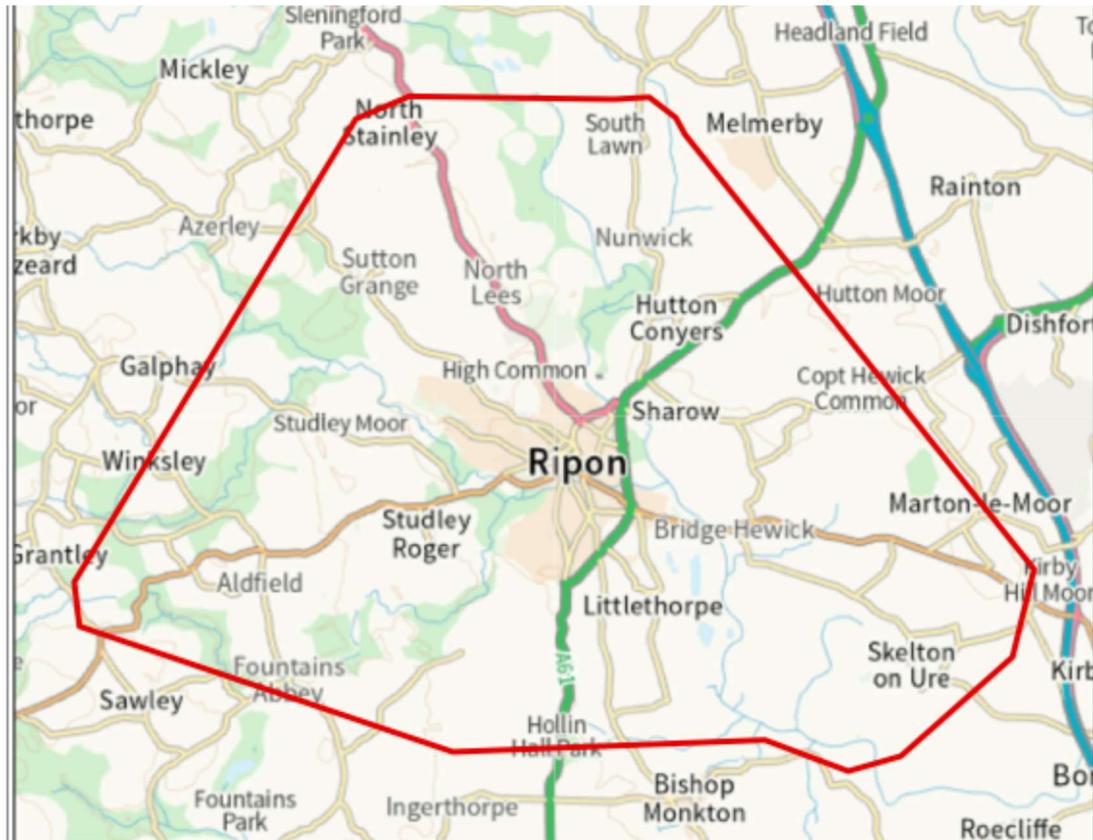
As set out previously, subject to consultation, the Company will be able to adjust the following:

- Type of BID Projects Undertaken
- Allocations and budgets for BID projects and between project headings
- Project Timescales
- BID Administration & Overhead Costs
- BID Governance & Management

APPENDIX A – The Ripon BID Area

Description

All eligible businesses within the boundary area shown below and the list of streets/villages/hamlets underneath.



Streets: Allhallowgate, Bishops Glade, Blossomgate, Bondgate, Bondgate Green, Boroughbridge Road, Camp Hill Close, Canal Road, Clothholme Road, Coltsgate Hill, Dallamires Lane, Dallamires Way North, Dallamires Way South, Duck Hill, Elm Road, Finkle Street, Fishergate, Galphay Lane, Harrogate Road, High Skellgate, Hutton Bank, Kirkby Road, Kirkgate, Lead Lane, Low Skellgate, Mallorie Park Drive, Market Place, Market Place East, Market Place South, Market Place West, Market Place North, Marshall Way, Minster Road, Moss Arcade, North Street, Old Market Place, Palace Road, Park Lane, Park Street, Princess Road, Quarry Moor Lane, Queen Street, River View Road, Skellbank, St Marygate, Stonebridgeway, Studley Road, Ure Bank Top, Victoria Grove, Water Lane, Water Skellgate, Westgate, Whitecliffe Lane

Villages/Hamlets: Aldfield, Bridge Hewick, Copt Hewick, Fountains, Givendale, Hutton Conyers, Lightwater Valley, Littlethorpe, Newby, North Lees, North Stainley, Norton Conyers, Nunwick, Olivers Stray, Risplith, Sharow, Skelton on Ure, Studley Royal

APPENDIX B – BID Levy Rules

1. The BID Regulations of 2004, approved by the Government, sets out a regulatory framework within which BIDs have to operate, including the way in which the levy is charged and collected, and how the ballot is conducted.
2. The BID levy rate of 2% of rateable value will be fixed for the full term and will not be subject to variation. This will be set on the 1st of April (Chargeable Date) each year using the most current Non-Domestic Ratings list. It will be updated for any changes in ratepayer additions, or removals.
3. The BID levy will be applied to all businesses within the defined area with a rateable value of or exceeding £5,000, provided they are listed on the Non-Domestic Rates list as provided by North Yorkshire Council for the 'Chargeable Date', set annually. The following will be exempt from paying the levy:
 - i. Organisations with a rateable value below £5,000.
 - ii. Charitable organisations that are not using the hereditament for retail purposes with no trading income, arm or facilities and are predominantly volunteer based.
 - iii. Non-profit making organisations with an entirely subscription and volunteer-based set up.
 - iv. Businesses that fall in the following sectors – office, dental, chiropody, GP surgeries, health clinics, hospitals, osteopathy, physiotherapy, schools, veterinary, equine, industrial, manufacturing, storage, and workshop.
4. New businesses will be charged from the point of occupation based upon the rateable value at the time they enter the rating list.
5. If a business ratepayer occupies the premises for less than one year, the levy paid will be on a daily basis.
6. BID Levy payment will revert to the property owner or the registered business ratepayer of vacant properties.
7. Those undergoing refurbishment or being demolished will be liable to pay the BID levy.
8. The BID levy will not be affected by the small business rate relief scheme, exemptions, reliefs or discount periods in the non-domestic rate regulations prevailing at the time.
9. Where the rateable value changes, including rating list revaluation, and results in a change to the BID Levy amount, this will only come into effect

from the next chargeable year and no refunds of the BID levy will be made for previous years.

10. If there is a change to the national system relating to non-domestic rates during the term of the BID, the Board of Directors will have the option of continuing to utilise the eligible NNDR list for the last chargeable year, for the rest of the term or moving to the new system
11. VAT will not be charged on the BID levy.
12. The levy rate or boundary area cannot be increased without a full alteration ballot. However, if the BID company wishes to decrease the levy rate during the period, it will do so through a consultation, which will, as a minimum, require it to write to all existing BID levy payers. If more than 25% object in writing, then this course of action will not proceed.
13. The billing body is authorised to collect the BID levy on behalf of the BID company.
14. Collection and enforcement regulations will be in line with those applied to non-domestic business rates, with the BID company board of directors responsible for any debt write-off.
15. The BID funding will be kept in a separate BID revenue account by North Yorkshire Council and transferred to the BID company.
16. BID projects, costs and timescales may be altered by the BID board of directors, provided they remain in line with the overall BID objectives.
17. The BID board of directors will meet at least six times a year.
18. The BID company will produce a set of annual accounts made available to all company members.
19. The BID will last for five years. At the end of the five years, a ballot must be held if businesses wish the BID to continue.

Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Community Development		
Service area	Regeneration (South and West)		
Proposal being screened	Ripon Business Improvement District Renewal Proposal		
Officer(s) carrying out screening	Andrew Laycock		
What are you proposing to do?	Seek approval from the Corporate Director that the proposal by Ripon BID Ltd. meets the requirements of the Business Improvement Districts (England) 2004 Regulations, and that the proposal should be subjected to ballot.		
Why are you proposing this? What are the desired outcomes?	To implement a formal request by Ripon BID Ltd. under the Business Improvement Districts (England) Regulations 2004 ("BID Regulations") to present the Ripon Business Improvement District renewal proposal for ballot by the eligible levy payers within the Ripon BID area.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)		✓	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	No		

APPENDIX B

<p>Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.</p>	<p>No. The decision on whether the Proposal by Ripon BID Ltd. meets the BID Regulations does not in itself impact on how other organisations operate or the outcome of the BID ballot.</p>			
<p>Decision (Please tick one option)</p>	<p>EIA not relevant or proportionate:</p>	<input checked="" type="checkbox"/>	<p>Continue to full EIA:</p>	
<p>Reason for decision</p>	<p>No adverse impact regarding protected characteristics identified.</p>			
<p>Signed (Assistant Director or equivalent)</p>	<p>Kathryn Daly</p>			
<p>Date</p>	<p>30 October 2025</p>			

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Ripon Business Improvement District Renewal Proposal
Brief description of proposal	Seek approval from the Corporate Director that the proposal by Ripon BID Ltd. meets the requirements of the Business Improvement Districts (England) 2004 Regulations, and that the proposal should be subjected to ballot.
Directorate	Community Development
Service area	Regeneration (South and West)
Lead officer	Julian Rudd, Head of Regeneration (South and West)
Names and roles of other people involved in carrying out the impact assessment	Andrew Laycock, Regeneration Officer – Skipton and Ripon

APPENDIX C

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

APPENDIX C

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	✓	Continue to full CCIA:	
Reason for decision	There are no direct impacts as a result of the decision whether or not the Ripon BID Ltd. renewal proposal meets the requirements of the Business Improvement Districts (England) Regulations 2004.			
Signed (Assistant Director or equivalent)	Kathryn Daly			
Date	30 October 2025			