

OPERATING AGREEMENT

Dated

Blackpool Council

(the Council)

**Blackpool Tourism Business
Improvement District**

(the TBID Company)

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Operating Agreement

Dated

Between

- (1) **BLACKPOOL COUNCIL** (the Council) of Number One Bickerstaffe Square, Talbot Road, Blackpool FY1 3AH and
- (2) **BLACKPOOL TOURISM BUSINESS IMPROVEMENT DISTRICT** (the TBID Company)
[registered as a company limited by guarantee in England TBC

Recitals

- A The Council is the billing authority for the purposes of the Local Government Act 2003 and is responsible for collecting the TBID Levy and administering the TBID Revenue Account which shall be used towards the operation of the TBID within the area of the Council and the funding of the TBID Proposal
- B The TBID Company is responsible for the operation of the TBID and for using the TBID Levy for the purposes of achieving the objectives and aspirations set out in the TBID Proposal
- C Both parties wish to confirm the arrangements by which the TBID Levy shall be collected together with general arrangements as to the relationship to be established between the Council and the TBID Company for the duration of the TBID
- D The purpose of this Agreement is to:
- establish the procedure for setting the TBID Levy
 - confirm the basis upon which the Council will be responsible for collecting the TBID Levy
 - set out the enforcement mechanisms available for collection of the TBID Levy
 - set out the procedures for accounting and transference of the TBID Levy
 - provide for the monitoring and review of the collection of the TBID Levy
 - confirm the manner in which the Council's expenses incurred in collecting the TBID Levy shall be paid

It is agreed:

1 Definitions

the Annual Report means a report to be prepared by the Council which details the following:-

- (i) the total amount of TBID Levy collected during the relevant Financial Year;
- (ii) [the total amount of interest earned on any part of the TBID Levy whilst held in the TBID Revenue Account];
- (iii) details of the success rate for the collection of the TBID Levy;
- (iv) the Council's proposals (if any) to help improve its efficiency in the collection and enforcement of the TBID Levy; and
- (v) details of those TBID Levy Payers who have paid the TBID Levy and those who have not paid the TBID Levy.
- (vi) the Council's proposals for bad or doubtful debts

the Appeal Notice means a notice to be served by the TBID Company in accordance with clause 9.2

the Ballot Result Date means the date upon which a successful ballot result has been declared in favour of putting in place the TBID Proposal

the Baseline Agreement means the draft Agreement annexed at Schedule 2

the TBID means the Tourism Business Improvement District which operates within **
(*annex a plan illustrating the extent of TBID area*) and which is managed and operated by the TBID Company

the TBID Company's Report means a report for each Financial Year to be prepared by the TBID Company which details the following:-

- (a) the total income and expenditure of the TBID Levy;
- (b) other income and expenditure of the TBID Company not being the TBID Levy;
- (c) a statement of actual and pending deficits; and
- (c) the various initiatives and schemes upon which the TBID Levy has been expended by the TBID Company

the TBID Levy means the charge to be levied and collected within the TBID Area pursuant to the Regulations

the TBID Company's Termination Notice means a notice to be served by the TBID Company on the Council pursuant to clause 11.8

TBID Levy Payer(s) means the non-domestic rate payers responsible for paying the TBID Levy

the TBID Levy Rules means the rules set out in the Schedule which sets out how the TBID Levy will be calculated, details of Exempt or Discounted Properties and other requirements related to the TBID Levy (as may be amended by a successful alteration ballot)

the TBID Proposal means the plan voted for by the TBID Levy Payers which sets out the objectives of the TBID and identifies the various projects which will be undertaken using funds raised via the TBID Levy.

the TBID Revenue Account means the [interest] bearing account to be set up in accordance with Regulation 14 and operated in accordance with Schedule 3 of the Regulations

the TBID Term means the period of 5 years from 1st July 2021 until 30th June 2026

[the Complementary Services Agreement means the draft Agreement annexed at Schedule 3]

the Council's Termination Notice means the notice to be served by the Council on the TBID Company pursuant to Clause 11.1

the Contributors means the TBID Levy Payers or other Contributors making voluntary contributions to the TBID company.

Demand Notice shall have the same meaning ascribed to it as further set out in paragraphs 3 of Schedule 4 of the Regulations

Hereditament shall have the same meaning as defined in the Regulations

Electronic Communication means a communication transmitted (whether from one person to another, from one device to another or from a person to a device or vice versa):

- (a) by means of a telecommunication system (within the meaning of the Telecommunications Act 1984); or
- (b) by other means but while in electronic form

The Enforcement Expenses means the costs which are incurred by the Council in issuing a Reminder Notice, obtaining Liability Orders and associated administrative expenses which may be incurred in recovering unpaid TBID Levy provided that such costs shall not exceed [x]% of the total TBID Levy collected against any one TBID Levy Payer

the Enforcement Notice means a notice to be served on the Council as specified in Clause 9

the Exceptions means the circumstances in which the Council shall not be required to seek to enforce payment of the TBID Levy where a TBID Levy payer has failed to make payment pursuant to a Demand Notice. The exceptions are as further set out in Schedule **

the Exempt or Discounted Properties means those class or classes of properties as identified in the TBID Levy Rules which shall be exempt either from any requirement to pay the TBID Levy or are permitted a discount on the TBID Levy

the Financial Year means the financial year for the TBID Company which runs from 1st July to 30th June

the First Priority Payment⁵ means the first 6 monthly administrative expenses incurred by the Council in respect of all reasonable costs arising out of compliance with its obligations under this Agreement and the Regulations [provided that such costs shall not exceed [x]% of the total value of the TBID Levy collected in any one Financial Year]

Liability Order means an order obtained from the Magistrates Court

the Monitoring Group means the group to be set up to monitor the collection and enforcement of the TBID Levy (as referred to in Clause 11) such group to consist of ** Council officers and ** representatives from the TBID Company [and ** Contributors]

the Operational Date means the date upon which the TBID Proposal come into force

the Public Meeting means the meeting to be held of all TBID Levy Payers pursuant to the Public Meeting Notice

the Public Meeting Notice means a notice to be served pursuant to Clause 11.1 or 11.8 by either the Council or the TBID Company which provides the following:-

- (a) confirmation that either party is considering terminating the TBID;
- (b) details of the venue where the public meeting will be held;
- (c) confirmation that all TBID Levy Payers who attend will be permitted to make representations

the Regulations means the Business Improvement Districts (England) Regulations [2004] and such amendments made by the Secretary of State pursuant to Section 48 of the Local Government Act 2003 (from time to time)

the Reminder Notice means the notice to be served pursuant to Clause 8.1

2 Statutory Authorities

2.1 This Agreement is made pursuant to Part IV of the Local Government Act 2003 and Section 111 of the Local Government Act 1972, Section 1 of the Localism Act 2011 and all other enabling powers.

3 Commencement

3.1 This Agreement is conditional upon and shall not take effect until the Operational Date.

3.2 If the TBID Proposal is not approved by the TBID Levy Payers on the Ballot Result Date then this Agreement shall determine and cease to be of any further effect between the parties

3.3 This Agreement shall terminate on the expiry of the TBID Term

4 Setting the TBID Levy

4.1 Immediately upon the Ballot Result Date the Council shall:-

- (i) calculate the TBID Levy due from each TBID Levy Payer in accordance with the TBID Levy Rules; and
- (ii) confirm in writing to the TBID Company the TBID Levy payable [annually] [quarterly] [monthly] by each TBID Levy Payer
- (iv) [enter into the Baseline Agreement with the TBID Company]

5 The TBID Revenue Account

5.1 **Within **** days from the Ballot Result Date the Council shall set up the TBID Revenue Account and provide written confirmation to the TBID Company once this has been carried out together with details of the account number sort code and any other details which the TBID Company may specify

5.2 **Within **** days from the Ballot Result Date the TBID Company shall provide the Council with details of its own bank account into which the TBID Levy shall be transferred from the TBID Revenue Account

6 Debits from the TBID Revenue Account

6.1 The Council shall not debit directly from the TBID Revenue Account:-

- (i) the First Priority Expenses;
- (ii) the Enforcement Expenses; or

- 6.2 Upon the expiry of the second month within the Financial Year (throughout the TBID Term) the Council shall provide an invoice to the TBID Company for payment of the First Priority Expenses
- 6.3 Upon the expiry of 6 months in the Financial Year (throughout the TBID Term) the Council shall provide [monthly] [quarterly] [one further] invoice(s) for its reasonable administrative expenses incurred in carrying out its obligations under this Agreement and the Regulations
- 6.4 The TBID Company shall pay the said invoices within 28 (twenty eight days) from the date of receipt
- 6.5 [In the event that the TBID Company fails to pay the said invoices within the prescribed time period then notwithstanding Clause 6.1 the Council shall be permitted to recover the invoiced costs directly from the TBID Revenue Account]
- 6.7 The Council shall be entitled to recover the Enforcement Expenses from the TBID Company as and when they are incurred and shall provide an invoice to the TBID Company which provides a detailed breakdown of the costs incurred.
- 6.7 The TBID Company shall arrange for any invoiced Enforcement Expenses to be paid within 28 days from the date of such invoice. In the event the TBID Company fails to pay the said invoices within the prescribed time period then notwithstanding clause 6.1 the Council shall be permitted to recover the invoiced Enforcement Expenses directly from the TBID Revenue Account.

7 Collecting the TBID Levy

- 7.1 Within 14 (fourteen) days of the Ballot Result Date the Council shall confirm in writing to the TBID Company:-
- (i) the means by which the TBID Levy Payer shall be billed for the TBID Levy; and
 - (ii) the date when the TBID Levy shall first be collected (such date to be on or after the Operational Date)
- 7.2 Pursuant to clause 7.1(ii) the Council shall serve the Demand Notices on each TBID Levy payer and thereafter shall continue to calculate the TBID Levy and serve the Demand Notices throughout the TBID Term
- 7.3 The Council shall maintain a list which identifies payment and/or non payment of the TBID Levy and shall make this available to the TBID Company upon its reasonable request.
- 7.4 The Council shall liaise with the TBID Company in carrying out [3] monthly reviews of each Hereditament within the TBID Area and in the event of any change in the occupier

of each Hereditament or the merger or division of a Hereditament (or provision of an additional Hereditament) shall:

- (a) serve an updated list of TBID Levy payers upon the TBID Company;
- (b) serve a Demand Notice (or alter any existing Demand Notice if appropriate) on the relevant TBID Levy Payer

7.5 The Council shall use all reasonable endeavours to collect the TBID Levy on the date specified (pursuant to clause 7.1(ii) above) and thereafter on an [annual] [quarterly] [monthly] basis and in accordance with the procedure set out in Schedule 4 of the Regulations

7.6 The Council shall use all reasonable endeavours to take all reasonable steps for collecting the TBID Levy which are consistent with its usual procedures for the collection of non-domestic rates

7.7 Every [7 (seven)] days thereafter the Council shall transfer all sums then credited to the TBID Revenue Account [(together with any accrued interest)] to the TBID Company's own bank account as specified in Clause 5.2 above and provide written confirmation of the sum transferred¹⁰

8 Procedures available to the Council for enforcing payment of the TBID Levy

8.1 In the event that the TBID Levy is not paid within [28 (twenty eight) days] from the date that it becomes payable then (subject to the Exceptions or as may otherwise be agreed between the parties) the Council shall serve a Reminder Notice on such relevant TBID Levy Payer which shall:-

- (i) identify the sum payable;
- (ii) provide a further [7 (seven)] days for payment to be made;
- (iii) [state that in the event of non-payment after this 7 (seven) day period then interest shall accrue on the outstanding identified sum at the rate of ** per day]
- (iv) confirm that the Council will make an application to the Magistrates Court for a Liability Order to recover the unpaid sum (together with interest [and costs])

8.2 If after a further 7 (seven) days from the payment date stated in the Reminder Notice the outstanding sum of the TBID Levy has not been paid the Council shall make an application to the Magistrates Court for a Liability Order to recover the outstanding sum of the TBID Levy as is permitted by the Regulations and the Non Domestic Rating (Collection & Enforcement) (Local Lists) Regulations 1989 (as amended)

9 Enforcement Mechanisms for non-collection of the TBID Levy by the Council

9.1 In the event that the Council is not enforcing payment of the TBID Levy pursuant to Clause 8 above the TBID Company shall serve the Enforcement Notice on the Council requesting that:-

- (i) it serve a Reminder Notice; or
- (ii) it obtains a Liability Order pursuant to Clause 8.2 above

within 14 (fourteen) days of receipt of such Enforcement Notice and the Council shall thereafter provide written confirmation of the action taken to the recover the unpaid TBID Levy

9.2 If after being served an Enforcement Notice the Council fails to take the requested action within the specified time frame then the TBID Company shall serve an Appeal Notice to the Chief Executive of the Council. Such notice shall:-

- (i) detail the sum which remains unpaid;
- (ii) confirm that the Council has failed to use the enforcement mechanisms available to it under this Agreement to recover the sum; and
- (iii) request a meeting take place between the Chief Executive, relevant officers of the Council and TBID Company to achieve a solution and/or agree a strategy to recover the outstanding sum such meeting to take place in any event no later than 28 (twenty eight) days from service of the Appeal Notice

9.3 [In the event that the Council fails to take any of the steps requested by the TBID Company pursuant to clauses 9.1 and 9.2 (above) the Council shall (within 28 days of receipt of written notice from the TBID Company which specifies the amount of TBID Levy outstanding) pay the specified sum into the TBID Revenue Account and provide written confirmation to the TBID Company that this has been done]

10 Accounting Procedures and Monitoring

10.1 Within 1 (one) month from the Operational Date the Council and TBID Company shall form the Monitoring Group

10.2 Every [6 (six)] months (for the duration of TBID Term) the Council shall provide the TBID Company with a breakdown of:-

- (i) the amount of TBID Levy for each individual TBID Levy Payer;
- (ii) the TBID Levy collected in relation to each TBID Levy Payer;
- (iii) details (together with the outstanding unpaid sum) of those TBID Levy

- Payers who have not paid the TBID Levy during those 6 months;
- (iv) details of the Reminder Notices issued throughout that period; and
- (v) details of any Liability Orders obtained or applied for by the Council;

10.3 Every [6 (six)] months (for the TBID Term) the TBID Company shall provide the Council with the following details:

- (a) the total amount of TBID Levy received
- (b) the total amount of income received from the Contributors (excluding the TBID Levy)
- (c) the total expenditure during that 6 month period.

10.4 The Monitoring Group shall meet no less than twice in any one Financial Year and on all other occasions further meetings of the Monitoring Group shall be arranged by the service of written notice by either party on the other, such notice to be provided no less than [28 (twenty eight)] days prior to the date of the proposed meeting (or lesser if otherwise agreed or in cases of emergency) and provided further that such meetings can be dispensed with altogether upon the written agreement of both the Council and the TBID Company

10.5 At each meeting the Monitoring Group shall

- (i) review the effectiveness of the collection and enforcement of the TBID Levy; and
- (ii) if required, review and assess the information provided by the Council and the TBID Company pursuant to Clauses 10.2 and 10.3 above and make any recommendations for implementation as may be agreed (and which are permitted by the Regulations and the terms of this Agreement)

10.6 Within 1 (one) month after the date of the end of the Financial Year the Council shall provide the Annual Report to the TBID Company

10.7 Within 1 (one) month from the date of receipt of the Annual Report the TBID Company shall provide the TBID Company Report to the Council

11 Termination

11.1 The Council shall not be permitted to terminate the TBID Proposal because:

- (i) in its opinion there are insufficient finances available to the TBID Company to meet its liabilities for the chargeable period for the purposes of the TBID Proposal; or
- (ii) the Council is unable, due to any cause beyond its control to provide the works or services which are secured as part of the TBID Proposal

unless and until it first serves the Public Meeting Notice on the TBID Levy Payers and the Council's Termination Notice on the TBID Company and within 14 (fourteen) days from the date of service of such notice both parties shall arrange to meet where the purpose of such meeting shall be to discuss and/or agree all or any of the following set out in Clause 11.2 or 11.3 (whichever is applicable)

- 11.2 Where the TBID Termination Notice relates to Clause 11.1(i) both parties shall agree and/or discuss or review the following:
- (a) the Council is concerned that the TBID Company has insufficient finances to meet its liabilities for that period and details of such concerns should be made available to the TBID Company;
 - (b) insufficient funds;
 - (c) alternative means by which the insufficiency of the funds can be remedied; and
 - (d) an appropriate time frame to resolve this issue;
- 11.3 Where the TBID Termination Notice relates to clause 11.1(ii) both parties shall agree and/or discuss or review the following:
- (a) the services or works which it is no longer able to provide together with confirmation and details as to why such works or services cannot be provided;
 - (b) a review by both parties as to whether such works or services are of material importance to the TBID so that termination of the TBID Proposal is the only option;
 - (c) alternative means of procuring the said services or works by third parties or increased financial funding from the TBID Company;
 - (d) alternative replacement services or works which will be acceptable to the TBID Company ;
 - (e) an appropriate time frame to resolve this issue
- 11.4 In the event that the parties cannot reach agreement in relation to the above and subject to consideration of representations made by any TBID Levy Payer at the Public Meeting the Council shall be permitted to terminate the TBID Proposal provided that notice by the Council to terminate the TBID shall be provided to the TBID Company no less than 28 days prior to termination taking place

- 11.5 Upon termination of the TBID Proposal the Council shall review whether there is a credit in the TBID Revenue Account and in the event that there are sufficient funds in the TBID Revenue Account amounting to a refund of at least £5 for each TBID Levy Payer (having already deducted a reasonable sum for the administration of such refund) to:
- (a) calculate the amount to be refunded to each TBID Levy payer;
 - (b) ensure that the amount to be refunded is calculated by reference to the amount payable by each TBID Levy Payer for the last chargeable period; and
 - (c) make arrangements for the amount calculated to be credited against any outstanding liabilities of each TBID Levy Payer or, where there are no such liabilities refunded to the TBID Levy Payer.
- 11.6 Upon termination of the TBID the Council shall notify the TBID Levy Payers of such termination in accordance with regulation 18(6) of the Regulations together with confirmation as to whether any part of the TBID Levy is to be repaid to TBID Levy payers in accordance with clause 11.6
- 11.7 The TBID Company shall not be permitted to terminate the TBID Proposal where:
- (a) the works or services under the TBID Proposal are no longer required; or
 - (b) the TBID Company is unable, due to any cause beyond its control to provide works and services which are necessary for the TBID to continue
- unless and until it has served the TBID Company's Termination Notice on the Council and thereafter carried out a proper consultation with all relevant representatives of the TBID Area as considered appropriate by the Council.
- 11.8 Upon termination of the TBID Proposal the TBID Company shall notify the Council of such termination in accordance with Regulation 18(5) and the Council shall notify the TBID Levy payers pursuant to Regulation 18(6) together with confirmation as to whether any part of the TBID Levy is to be repaid to TBID Levy payers in accordance with clause 11.6
- 11.10 [21] days prior to the expiry of the TBID Term (notwithstanding any rebalot and new TBID term commencing) the Council shall provide the TBID Company with a reconciliation of the TBID Revenue Account (for its written Agreement) identifying (if any) all outstanding costs payable to the Council as a consequence of collecting the TBID Levy, any outstanding Enforcement Expenses and any TBID Levy monies not passed to the TBID Company's account (pursuant to clause 7.7 above.)
- 11.11 Subject to the costs (pursuant to clause 11.10 above) being agreed and prior to the start of a new TBID Term the Council shall deduct the Final Costs from any TBID Levy and transfer any remaining TBID Levy to the TBID Company pursuant to clause 7.7

12 Confidentiality

- 12.1 Both the Council and the TBID Company agree to keep confidential and not to divulge to any person without the prior written consent of the other party all information (written or oral) concerning the business affairs of the other nor any information which has been exchanged about the TBID Levy Payers or Contributors or about other third parties which it shall have obtained or received as a result of operating the TBID. This obligation shall survive the termination or lapse of the TBID Proposal

13 Notices

- 13.1 Any notice or other written communication to be served or given to or upon any party to this Agreement to the other shall be in writing and shall be sent to the address provided for above or such substitute address in England as may from time to time have been notified by that party
- 13.2 A Notice may be served by
- 13.2.1 **delivery to the **** at the Council's address specified above; or
- 13.2.2 delivery to the Company Secretary at the TBID Company's address specified above
- 13.2.3 registered or recorded delivery post
- 14.2.4 Electronic Communication (provided that it is in legible form and is capable of being used for subsequent reference)
- 13.3 Any notice served shall be deemed to have been validly served or given at the time when in the ordinary course of business it would have been received.

14 Miscellaneous

- 14.1 For the avoidance of doubt where any part of this Agreement is incompatible with the Regulations or any other regulations which the Secretary of State may issue pursuant to Part IV of the Local Government Act 2003 then such part shall be struck out and the balance of this Agreement shall remain
- 14.2 The headings appearing in this Agreement are for ease of reference only and shall not affect the construction of this Agreement
- 14.3 For the avoidance of doubt the provisions of this Agreement (other than those contained in this Clause) shall not have any effect until this document has been dated
- 14.4 Where reference is made to a Clause, Part, or Recital such reference (unless the context requires otherwise) is a reference to a clause, part, plan, or recital attached to this Agreement
- 14.5 References to the Council include any successors to its functions as local authority
- 14.6 References to statutes, bye laws, regulations, orders, delegated legislation shall include any such instrument re-enacting or made pursuant to the same power

15 Exercise of the Council's powers

Nothing contained in this Agreement or implied in it shall prejudice or affect the rights discretions powers duties and obligations of the County Council and Council under all statutes bye-laws statutory instruments orders and regulations in the exercise of its functions as a local authority

16 Contracts (Rights Of Third Parties)

The provisions of the Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement

17 [Arbitration]

[The following provisions shall apply in the event of a dispute:

- 17.1 Any dispute or difference of any kind whatsoever arising between the parties hereto out of or in connection with this Deed shall be referred to arbitration before a single arbitrator
- 17.2 The parties shall jointly appoint the arbitrator not later than 28 (twenty eight) days after service of a request in writing by either party to do so and each party shall bear its own costs

17.3 If the parties are unable to agree within 28 (twenty eight) days as to the appointment of such arbitrator then such arbitrator (hereinafter referred to as “the Tribunal”) shall be appointed on the application of either party to the President for the time being of the Law Society

17.4 In the event of a reference to arbitration the parties agree to:

- prosecute any such reference expeditiously and
- do all things or take all steps reasonably necessary in order to enable the Tribunal to deliver any award (interim, final or otherwise) as soon as reasonably practicable

17.5 The award shall be in writing signed by the Tribunal and shall be finalised within 21 (twenty one) days from the date of such award

17.6 The award shall be final and binding both on the parties and on any persons claiming through or under them]

Signed by the parties [or their duly authorised representatives]

Schedule 1 – The TBID Levy Rules

This will set out the manner in which the TBID Levy will be calculated – i.e. what was approved as the TBID Proposal

- The TBID term will be a period of five years from July 1, 2021 until June 30, 2026;
- The TBID levy will be applied to rated properties in the TBID district with a rateable value of £10,000 or more;
- The levy will be a fixed rate of 1% rateable value as at April 1, 2021 using the 2017 list for all eligible ratepayers, rising to 1.25% in 2023 and 1.5% in 2025;
- Properties that come into the rating list during the TBID term will be subject to the levy from the effective date that the property is brought into the rating list and the rateable value effective at that time;
- Where the rateable value for an individual hereditament changes and results in a lower levy, then this comes into effect only from the start of the financial year in which the change is made and no refunds will be made for previous years. This is known as the closed year rule;
- The levy will assume an annual growth rate for inflation of 3% to be applied on April 1 each year;
- There will be no VAT charged on the TBID levy;
- There is no distinction to be made between occupied or unoccupied hereditaments;
- The TBID levy will not be affected by the small business rate relief scheme;
- The TBID levy will not be increased other than as specified in the levy rules;
- The TBID levy rules and TBID area cannot be altered without an alteration ballot.

DRAFT

DRAFT

Signed by)
duly authorised for and)
on behalf of)
NAME OF COUNCIL) _____

Signed by)
duly authorised for and)
on behalf of)
NAME OF TBID COMPANY) _____

DRAFT