



Bb Accreditation Application Form

You should submit this form prior to starting the Accreditation process. Once we are in receipt we will send you the full Questionnaire to complete, which is the first formal step in the Accreditation process.

BID Contact Details

| | | | |
|-----------------------------|--|---------------------------------------|--|
| Name of BID | | | |
| Address of BID | | Invoice address (if different) | |
| Name of main contact | | | |
| Contact Tel Number | | Contact Email | |

Essential Requirements

The Accreditation includes certain areas in which full compliance is mandatory. Please confirm with a tick that your BID has or does the following:

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|--|--|
| Staff have formal contracts | |
| Appropriate and adequate insurance policies are in place | |
| Registers annually with the Information Commissioner for data protection purposes | |
| A formal variation policy | |
| An operating agreement | |
| Baseline agreements | |
| Financial management systems | |
| Contingencies within the budget | |
| A communication strategy for stakeholders | |
| Annual reporting systems | |
| A relationship with the local authority | |

Essential Requirements (cont)

| | |
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| Key Performance Indicators in place | |
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| An annual review process | |
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| Conducts surveys of business stakeholders | |
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Accreditation fees

Fees are payable in two stages. Please tick the relevant boxes below – the Stage One invoice will be raised when we have received the Questionnaire; the Stage Two invoice will be sent prior to the Audit and must be paid by the Audit date

STAGE ONE

| Annual BID levy income | Fee (British BIDs member) | Tick | Fee (non-member) | Tick |
|------------------------|---------------------------|------|------------------|------|
| Up to £200,000 | £750 + VAT | | £935 + VAT | |
| £200,000 to £450,000 | £900 + VAT | | £1,125 + VAT | |
| Over £450,000 | £1,100 + VAT | | £1,375 + VAT | |

STAGE TWO

| | Fee (British BIDs member) | Tick | Fee (non-member) | Tick |
|--|---------------------------|------|------------------|------|
| | £400 + VAT | | £450 + VAT | |

| | |
|-------------------|--|
| Application date: | |
|-------------------|--|

Please return this form to contact@britishbids.info