Review Polling place / polling station - checklist

DAVENTRY DISTRICT COUNCIL

Part A – Current polling place details	
Polling place name	Loder Hall
Polling place address	Harborough Road Maidwell Northampton NN6 9JA
Building availability for future elections/ referendums	YES

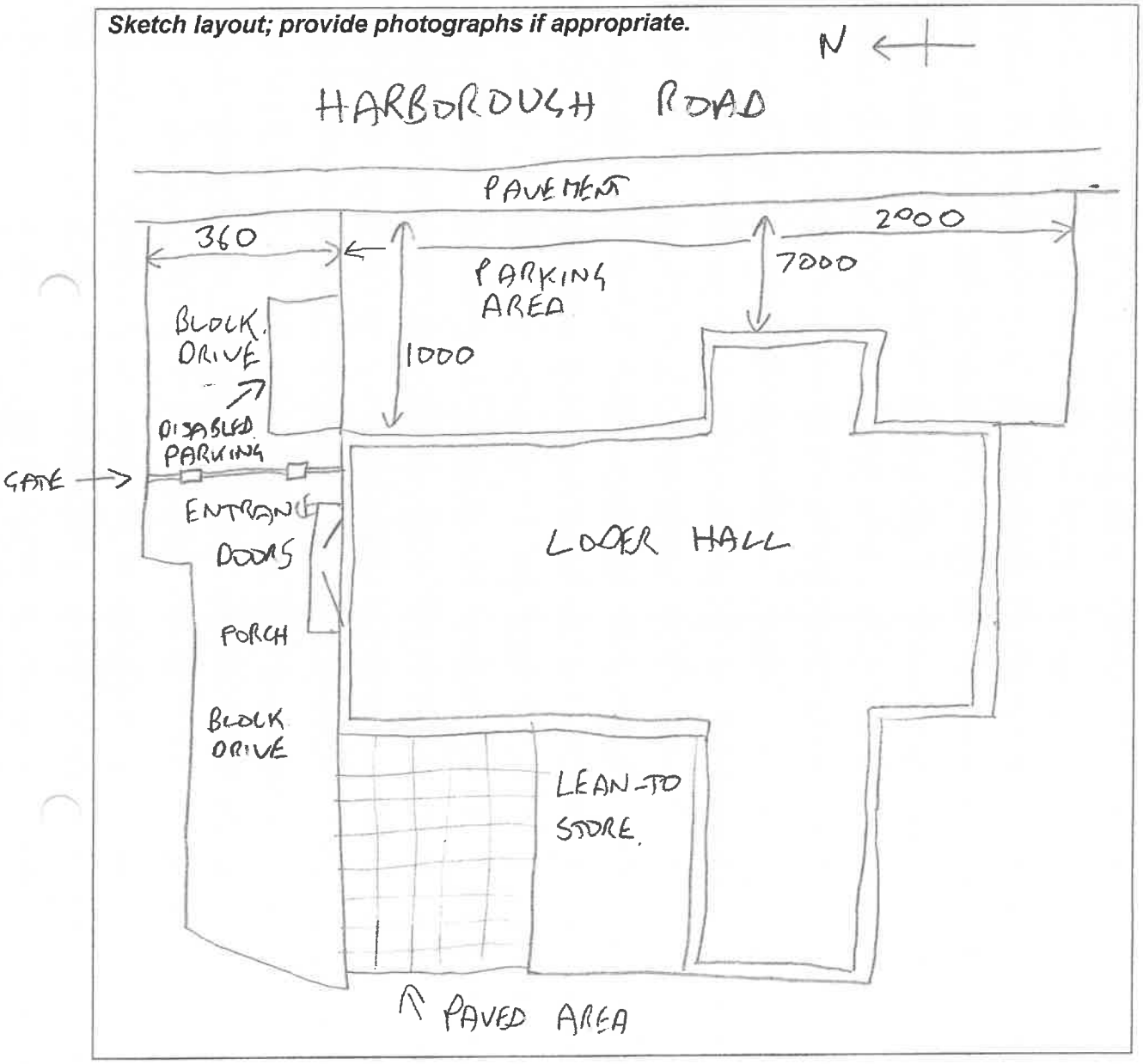
Polling place review		
Check	√	Comment
• Are there suitable transport links?		Yes
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?		No
• Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? • If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?		Yes I think so Yes I think so
• Is the building readily available in the event of any unscheduled elections?		YES
• Is there any possibility that the building may be demolished as part of a new development?		NO

Part B – External areas access and facilities		
Check	**(√)**	**Comments**
• Are there good public transport links to the polling place?	✓	SEE EARLIER.
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	✓	FLAT AREA.
• Is the building clearly identifiable?	✓	VERY OBVIOUS FROM ROAD.
• Is additional signage required between street and entrance?	NO	CLOSE TO ROAD.
• Is there the facility to put up the required signage for polling day?	✓	
• Are there parking facilities for disabled people?	✓	ONE SPACE
• Are there parking facilities for polling staff?	✓	SEVERAL SPACES (APPROX 10)
• Does the approach to the building have external lighting?	✓	
• Does the building have level access? Yes/No.	YES	
If no –		
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?		
• Does the building require a temporary ramp or is there an alternative disabled access?		
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	✓	DOORS ARE HALF DOOR + FULL DOOR.
• Are the doors light enough for frail/elderly voters to open?	✓	
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	✓	
• Are there any external security concerns?	NO	
• Can tellers be accommodated outside the building?	✓	SMALL PORCH AREA.

External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

Sketch layout; provide photographs if appropriate.



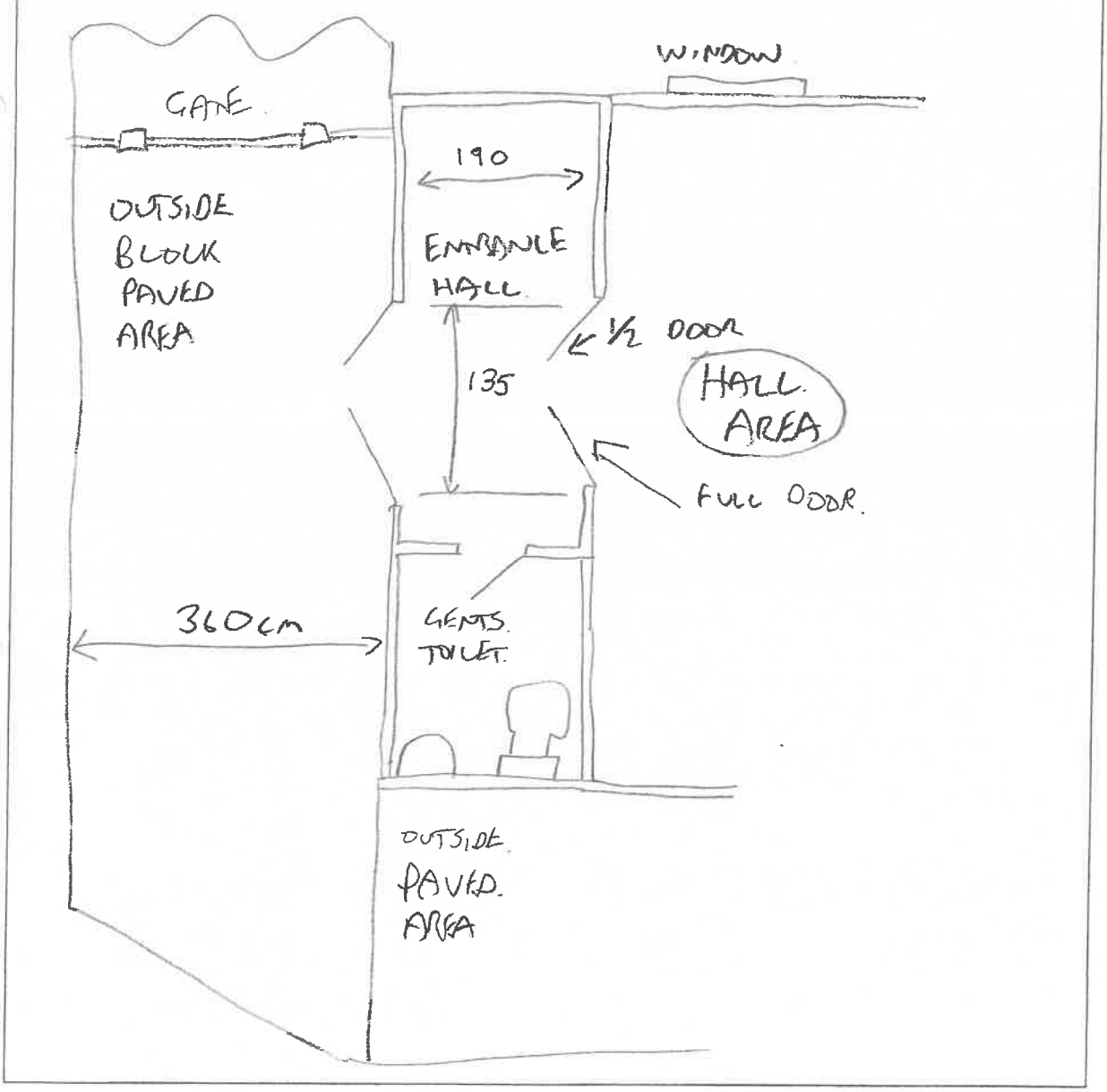
- NOT TO SCALE
- DIMENSIONS IN CM
- AREA IS FLAT
- PLENTY OF SPACE FOR SIGNS

Part C – Internal areas access and facilities		
Check	(√)	**Comments**
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	✓	INTERNAL DOORS TO HALL ARE 1.5 DOORS AS EXTERNAL.
• Are there any internal steps or obstructions/hazards?	NO	
• Are any doormats level with the floor?	✓	IN ENTRANCE HALL.
• Is the floor covering non-slip (including in wet weather)?	NO	WOODEN INTERNAL.
• Are there any corridors that may cause access problems?	NO	
• Is there adequate lighting in the corridors?	✓	
• Are there toilet facilities?	✓	INC DISABLED.
• Is there a kitchen that staff can use?	✓	
• Is the area adequately lit for day and night time?	✓	
• Is there adequate space for signage?	✓	
• How many polling stations can the building accommodate?		IN MY OPINION 2.
• Does the building have a telephone available (land line) in the event of mobile network problems?	NO	

Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

Sketch layout; provide photographs if appropriate.



- ALL DOORS ARE EASY TO OPEN.
- FLOOR IS FLAT
- DIMENSIONS IN CM

Part D – The polling station(s)		
Check	**(√)**	**Comments**
• Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?		YES
• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?		
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?		YES
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?		YES
• Is there adequate lighting for day and night time?		YES
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?		YES
• Could motorised wheelchairs be accommodated?		YES
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?		YES
• Does the polling station have a sufficient heating system to accommodate staff from 6.30am to 10pm?		YES
• Is there extra heating available if required (storage heaters)?		NO
• Are the heaters on a coin meter? • If yes, please confirm which coin.		YES £1