



Review Polling place / polling station - checklist

Part A – Current polling place details	
Polling place name	Yelvertoft Reading Room
Polling place address	85 High Street Yelvertoft Northampton NN6 6LQ
Building availability for future elections/ referendums	Yes

Polling place review		
Check	✓	Comment
• Are there suitable transport links?	No	No public transport
• 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?	YES	
• If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?	YES	
• Is the building readily available in the event of any unscheduled elections?	YES	But it is booked for other events and activities
• Is there any possibility that the building may be demolished as part of a new development?	No	But some upgrading is planned in the future.

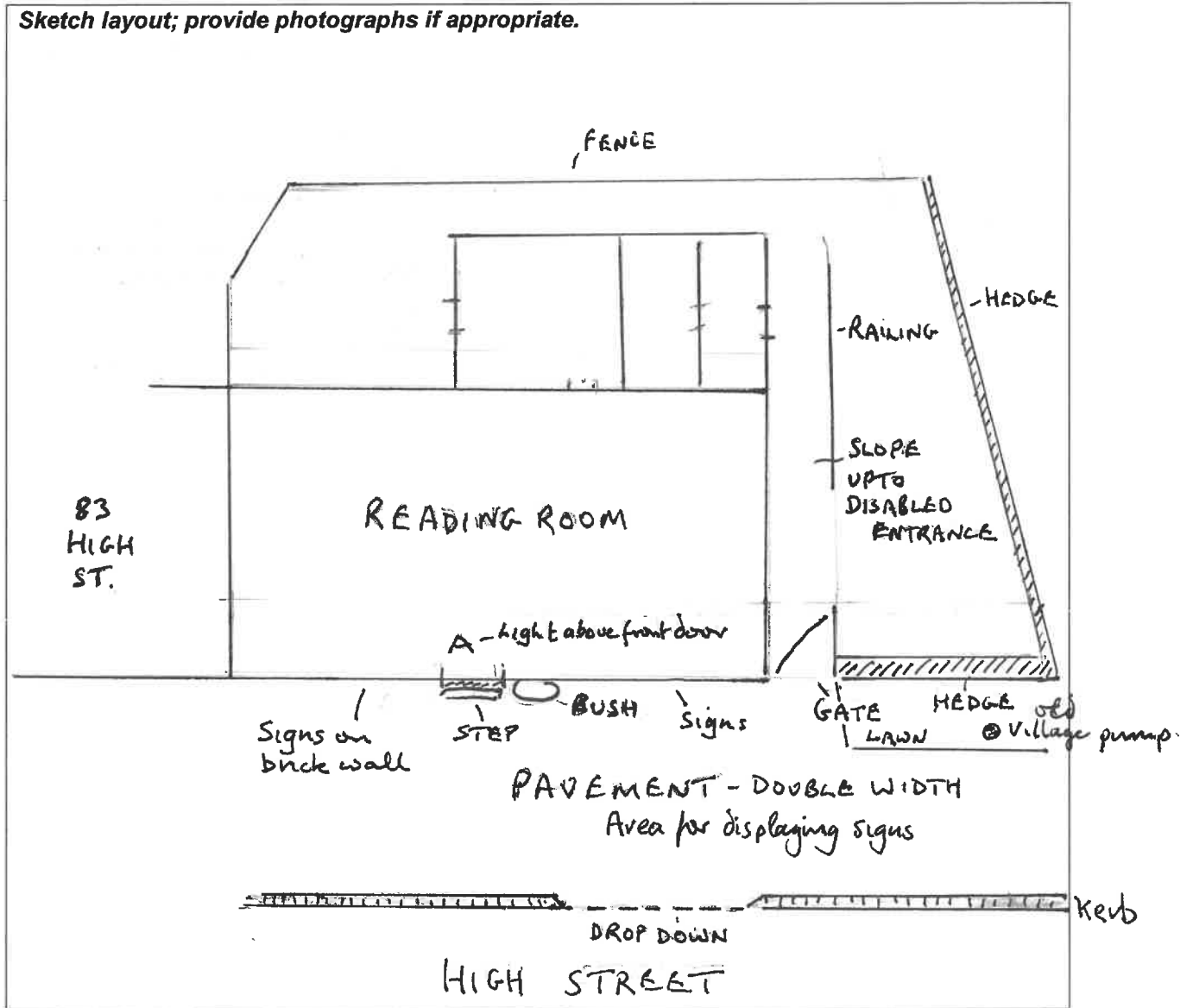
Part B – External areas access and facilities

Check	(v)	Comments
• Are there good public transport links to the polling place?	No	NONE
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	YES	
• Is the building clearly identifiable?	YES	BUT NO SIGN UP
• Is additional signage required between street and entrance?	No	DISABLED ACCESS NEEDS TO BE SIGNED
• Is there the facility to put up the required signage for polling day?	YES	Not on front door - on the wall and in front of the building
• Are there parking facilities for disabled people?	YES	Not designated - street parking
• Are there parking facilities for polling staff?	yes	Not designated - street parking
• Does the approach to the building have external lighting?	YES	street lighting and an external light above the front door
• Does the building have level access? Yes/No. If no -	No	Step at front door -
• Has a purpose built ramp been installed?	YES	- To side entrance
• If so, does it have a handrail?	YES	" " " "
• Does the ramp have a gentle slope?	YES	" " " "
• Is there an alternative disabled access?	YES	- side entrance
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	yes	
• Are the doors light enough for frail/elderly voters to open?	yes	
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	yes	On the wall by the front door
• Are there any external security concerns?	No	
• Can tellers be accommodated outside the building?	yes	There is space but no special seating

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.



No signs on door please.

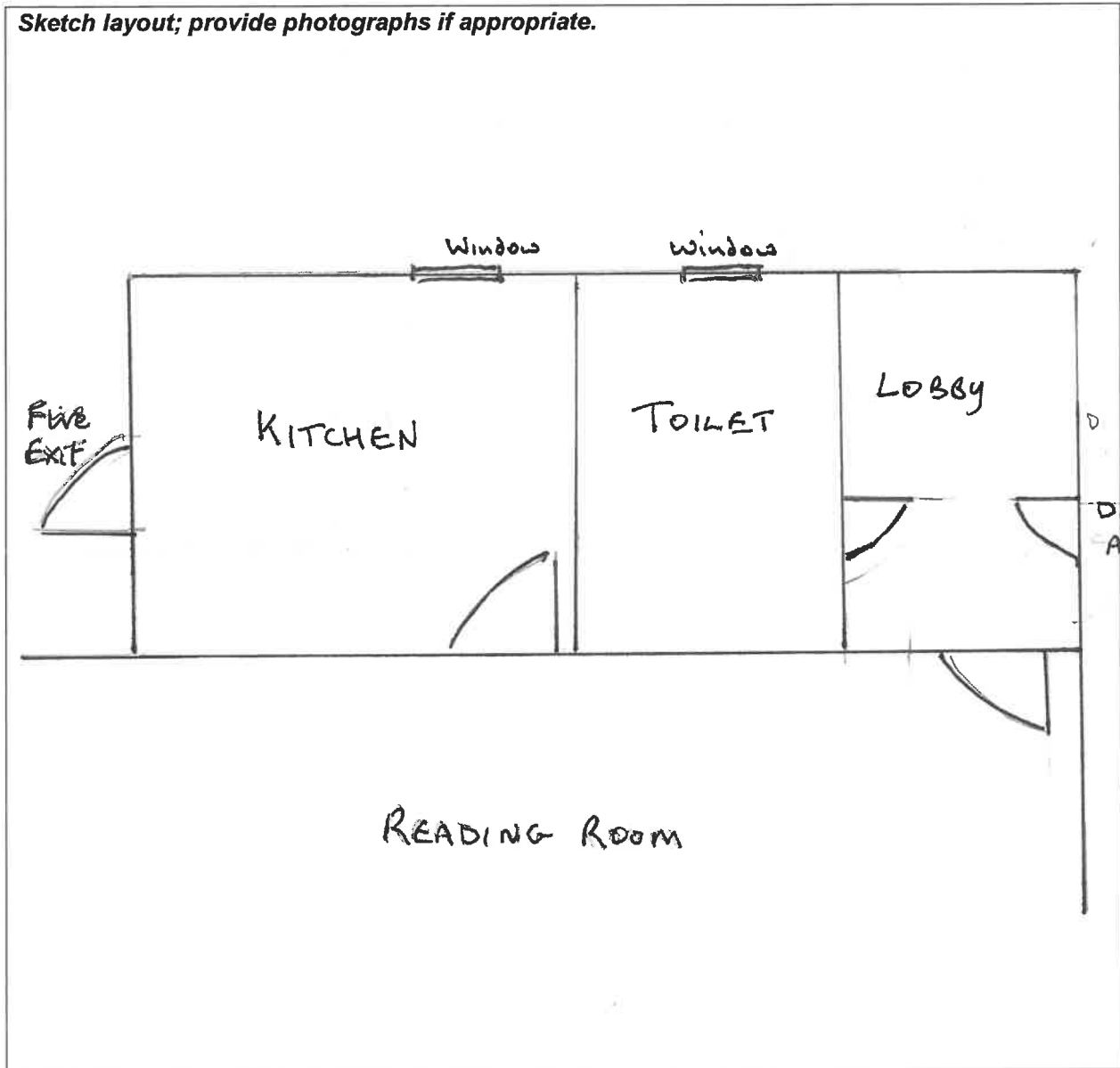
Part C – Internal areas access and facilities

Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	Yes	- Easy to open
• Are there any internal steps or obstructions/hazards?	Yes	Step at front door
• Are any doormats level with the floor?		
• Is the floor covering non-slip (including in wet weather)?	Yes	Wooden floor - non slip
• Are there any corridors that may cause access problems?	No	
• Is there adequate lighting in the corridors?	-	No corridors
• Are there toilet facilities?	Yes	
• Is there a kitchen that staff can use?	Yes	But limited
• Is there adequate space for signage?	Yes	
• How many polling stations can the building accommodate?	2-3	I believe we have had three in the past.
• 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.



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	Yes we had a high turnout for the referendum
• 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?	yes	This has worked well in the past
• 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)?	yes	Fan heater is extra
• Are the heaters on a coin meter?	No	
• If yes, please confirm which coin.		