



Review Polling place / polling station - checklist

Part A – Current polling place details	
Polling place name	Southbrook Community Centre
Polling place address	Hood Road Daventry NN11 4JS
Building availability for future elections/ referendums	Yes - meeting the conditions of our lease with DDC

Polling place review		
Check	✓	Comment
• Are there suitable transport links?		No bus direct link from middlemore
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?		Only school buses and parents of DSLA
• 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?	No	dropping off and collecting. Heavy traffic at these times
• 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	we have no reason to believe this

Part B – External areas access and facilities		
Check	(v)	Comments
• Are there good public transport links to the polling place?	No	
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	Yes	Heavy traffic school times
• Is the building clearly identifiable?	yes	
• Is additional signage required between street and entrance?	yes	Not clearly identifiable
• Is there the facility to put up the required signage for polling day?	Yes	
• Are there parking facilities for disabled people?	No	None
• Are there parking facilities for polling staff?	yes	
• Does the approach to the building have external lighting?	Yes	
• Does the building have level access? Yes/No.	Yes	
If no –	No	
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?		
• Is there an alternative disabled access?		
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	Yes/No	Larger cannot access signage opening door
• 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	
• Are there any external security concerns?	No	
• Can tellers be accommodated outside the building?	Yes	

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.

photos provided

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	
• Are there any internal steps or obstructions/hazards?	No	
• Are any doormats level with the floor?	yes	
• Is the floor covering non-slip (including in wet weather)?	yes	
• Are there any corridors that may cause access problems?	No	
• Is there adequate lighting in the corridors?	yes	
• Are there toilet facilities?	yes	
• Is there a kitchen that staff can use?	yes	
• Is there adequate space for signage?	yes	Notice needed to ensure
• How many polling stations can the building accommodate?	?	The helpers provide two to four I think.
• Does the building have a telephone available (land line) in the event of mobile network problems?	yes	

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.

Photo's and plans attached
No Hazards
Clear Main Hall
Fire Exits sign posted
Floor even throughout.
Flourescent lighting

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?	✓	
• 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?	✓	
• 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?	✓	
• Is there adequate lighting for day and night time?	✓	
• 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?	✓	
• Could motorised wheelchairs be accommodated?	x	main door single door
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	✓	
• Does the polling station have a sufficient heating system to accommodate staff from 6.30am to 10pm?	✓	
• Is there extra heating available if required (storage heaters)?	✓	
• Are the heaters on a coin meter?	x	
• If yes, please confirm which coin.		



Entrance gate, car parking
opposite Centre on Hood Road



View of front of building
Seating Provided.



View of front of
Centre

← fire door
leading
from toilet
corridor
opening out
right to
left



front door opening
out to left.



Indoor view of
entrance door



Foyer
from front
door

middle door access into
main hall, opening out to left



Entrance to toilet corridor, push doors opening inwards, male, female and disabled toilet



Fire doors opening out to side of Centre.

Fire doors opening out to rear gate exit.



← Entrance door from
Soyer

Kitchen Hatch



Door to kitchen
leading into
main hall.



Kitchen
facilities .

3054

Southbrook Community Association

Overlays all along walls height building

Fire Door



