

Date Reviewed: 24/10/18
 Officer initials: JB

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	Barrowden Village Hall
Polling place name	Barrowden Village Hall
Polling place address	Barrowden Village Hall Wakerley Road Barrowden LE15 8EP
Number of electors (If more than one polling station within the polling place, identify split of electors)	410
Building availability for future elections/referendums	Yes

Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	Yes by road
• 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, but only one required. See picture 1
• 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

Identify any complaints/comments received from stakeholders at previous electoral events

Recommended for continued use.

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Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Yes by road
• 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
• Is additional signage required between street and entrance?	√	No
• Is there the facility to put up the required signage for polling day?	√	Yes
• Are there parking facilities for disabled people?	√	Yes outside building. See picture 2
• Are there parking facilities for polling staff?	√	Yes outside building and on road parking
• Does the approach to the building have external lighting?	√	Yes
• Does the building have level access? Yes/No. If no –	√	Ramp required, or assistance from staff. No issues reported with this facility in respect of this. See picture 3.
• 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?	√	Yes, but small ramp required.
• 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

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External plan – B1

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



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Parking areas

Village Hall



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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?	√	Small lip coming in through main door. See picture 4.
• Are any doormats level with the floor?	√	N/A
• Is the floor covering non-slip (including in wet weather)?	√	Wooden – see picture 5.
• Are there any corridors that may cause access problems?	√	No
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Yes, see pictures 6 and 7
• Is there a kitchen that staff can use?	√	Yes, see pictures 8 and 9
• Is the area adequately lit for day and night time?	√	Yes
• Is there adequate space for signage?	√	Yes
• How many polling stations can the building accommodate?	√	2 if necessary, but only one required.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, presiding officer requires a mobile phone.

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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.



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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?	√	Yes up to 2 stations but only one required.
• 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

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Pictures:



Picture 1 – Polling station area



Picture 2 – Polling station parking



Picture 3 – Main entrance



Picture 4 – Lip on access to/from main hall



Picture 5 – Main Hall – wooden floor



Picture 6 – Toilet facilities

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Picture 7 – Toilet facilities



Picture 8 – Kitchen facilities



Picture 9 – Kitchen facilities

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO