

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	Audit Hall
Polling place name	Audit Hall
Polling place address	Audit Hall Road Empingham LE15 8PH
Number of electors (If more than one polling station within the polling place, identify split of electors)	726
Building availability for future elections/referendums	Available

Polling place review		
Check		Comment
• Are there suitable transport links?	✓	Number 9 bus although service recently reduced
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	✓	Situated on Main Road near junction and no parking on site
• 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
• 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.

Date reviewed:

Officer initials:

Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"> Are there good public transport links to the polling place? 	✓	Some service on number 9 bus route but last bus through the village as approximately 2.30pm
<ul style="list-style-type: none"> Is the approach to the building safe and free from obstructions and does it have a dropped kerb? 	✓	
<ul style="list-style-type: none"> Is the building clearly identifiable? 	✓	See photos
<ul style="list-style-type: none"> Is additional signage required between street and entrance? 	✓	No
<ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? 	✓	Not necessary
<ul style="list-style-type: none"> Are there parking facilities for disabled people? 	✓	No parking on site
<ul style="list-style-type: none"> Are there parking facilities for polling staff? 	✓	No parking on site
<ul style="list-style-type: none"> Does the approach to the building have external lighting? 	✓	Yes
<ul style="list-style-type: none"> Does the building have level access? Yes/No. 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? 	✓	Yes
<ul style="list-style-type: none"> Is the entrance door wide enough for a disabled person using a motorised wheelchair? 	✓	Yes
<ul style="list-style-type: none"> Are the doors light enough for frail/elderly voters to open? 	✓	Yes
<ul style="list-style-type: none"> Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules? 	✓	Yes
<ul style="list-style-type: none"> Are there any external security concerns? 	✓	No
<ul style="list-style-type: none"> Can tellers be accommodated outside the building? 	✓	Some space in internal lobby away from the polling station, entrance to the building is across a shared driveway. There is space on the pavement.

Date reviewed:

Officer initials:

External plan – B1

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

Village Hall



Date reviewed:

Officer initials:

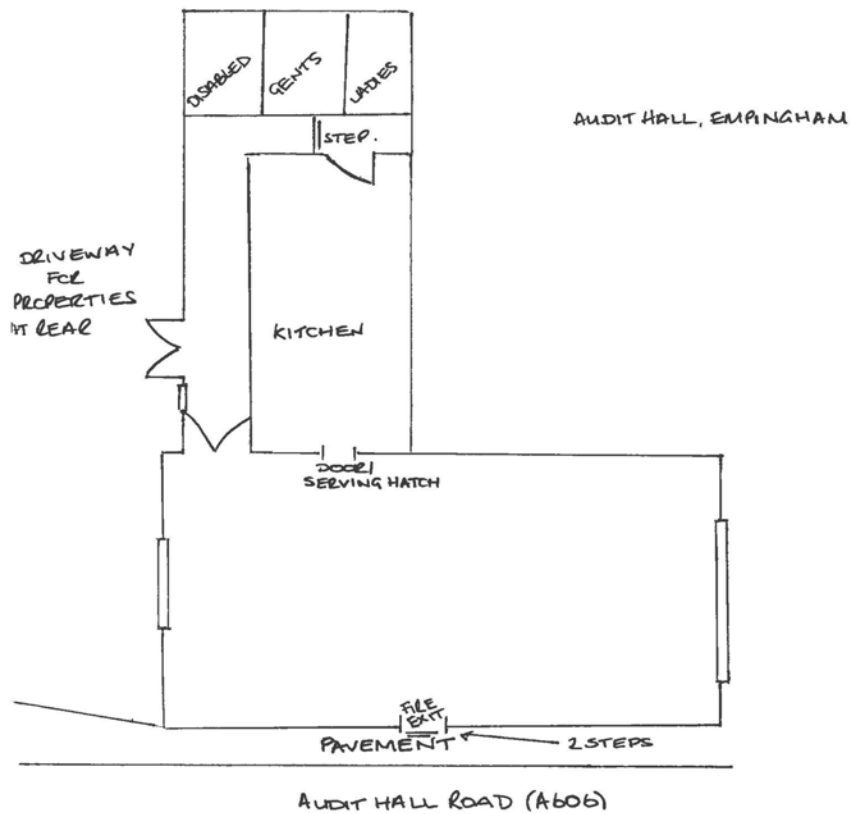
Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	✓	Yes
• Are there any internal steps or obstructions/hazards?	✓	No
• Are any doormats level with the floor?	✓	Loose doormat by front entrance
• Is the floor covering non-slip (including in wet weather)?	✓	Wooden floor installed
• Are there any corridors that may cause access problems?	✓	No
• Is there adequate lighting in the corridors?	✓	Yes
• Are there toilet facilities?	✓	Yes - male, female and disabled
• Is there a kitchen that staff can use?	✓	Yes – fairly new facilities installed, good size kitchen.
• 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?	✓	Possibly 2
• Does the building have a telephone available (land line) in the event of mobile network problems?	✓	No

Date reviewed:

Officer initials:

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.



Date reviewed:

Officer initials:

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?	✓	No separate room, would need division along the length of the hall
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	✓	Yes although may be tight if two stations needed
• 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

Date reviewed:

Officer initials:

Pictures:

Picture 1 – External view



Picture 2 – Polling station area



Picture 3 – Polling station area



Picture 4 – Access



Picture 5 – Access



Picture 6 – Toilet



Date reviewed:

Officer initials:

Picture 7 – Kitchen facilities



Picture 8 – Kitchen facilities



Date reviewed:

Officer initials:

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO