

Date reviewed: 17 May 2018

Officer initials: JB/SR

Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier	Market Overton Village Hall	
Polling place name	Market Overton Village Hall	
Polling place address	52 Main Street Market Overton LE15 7PL	
Number of electors (If more than one polling station within the polling place, identify split of electors)	500	
Building availability for future elections/referendums	Available	
Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	Good road access, bus route 184/RF2
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	
• 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 unlikely with electorate to require more than one unless used for another polling district for some reason.
• Is the building readily available in the event of any unscheduled elections?	√	
• Is there any possibility that the building may be demolished as part of a new development?	√	Not that we are aware of

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

None.

Date reviewed: 17 May 2018

Officer initials: JB/SR

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Good road access, bus route 184/RF2
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	See Picture 1
• Is the building clearly identifiable?	√	Sign above door stating Village Hall See Picture 1
• Is additional signage required between street and entrance?	√	No additional signage required.
• Is there the facility to put up the required signage for polling day?	√	
• Are there parking facilities for disabled people?	√	Main car park at rear of building, with parking in front for disabled access.
• Are there parking facilities for polling staff?	√	Car park at rear of building
• Does the approach to the building have external lighting?	√	
• Does the building have level access? Yes/No. If no –	√	See Pictures 1 & 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?	√	See Pictures 1 & 3
• 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?	√	

Date reviewed: 17 May 2018

Officer initials: JB/SR

External plan – B1

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



Polling station here – see Pictures 1 & 3 of building from exterior.

Date reviewed: 17 May 2018

Officer initials: JB/SR

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?	√	
• Are there any internal steps or obstructions/hazards?	√	No obstructions, flat throughout.
• Are any doormats level with the floor?	√	None
• Is the floor covering non-slip (including in wet weather)?	√	Wooden floor in hall
• Are there any corridors that may cause access problems?	√	Entrance is wide and seems ideal as wheelchair access.
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Ladies, Gents and disabled.
• Is there a kitchen that staff can use?	√	Yes - See Picture 2
• 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?	√	The building could accommodate another station if required.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No – mobile required by Presiding Officer.

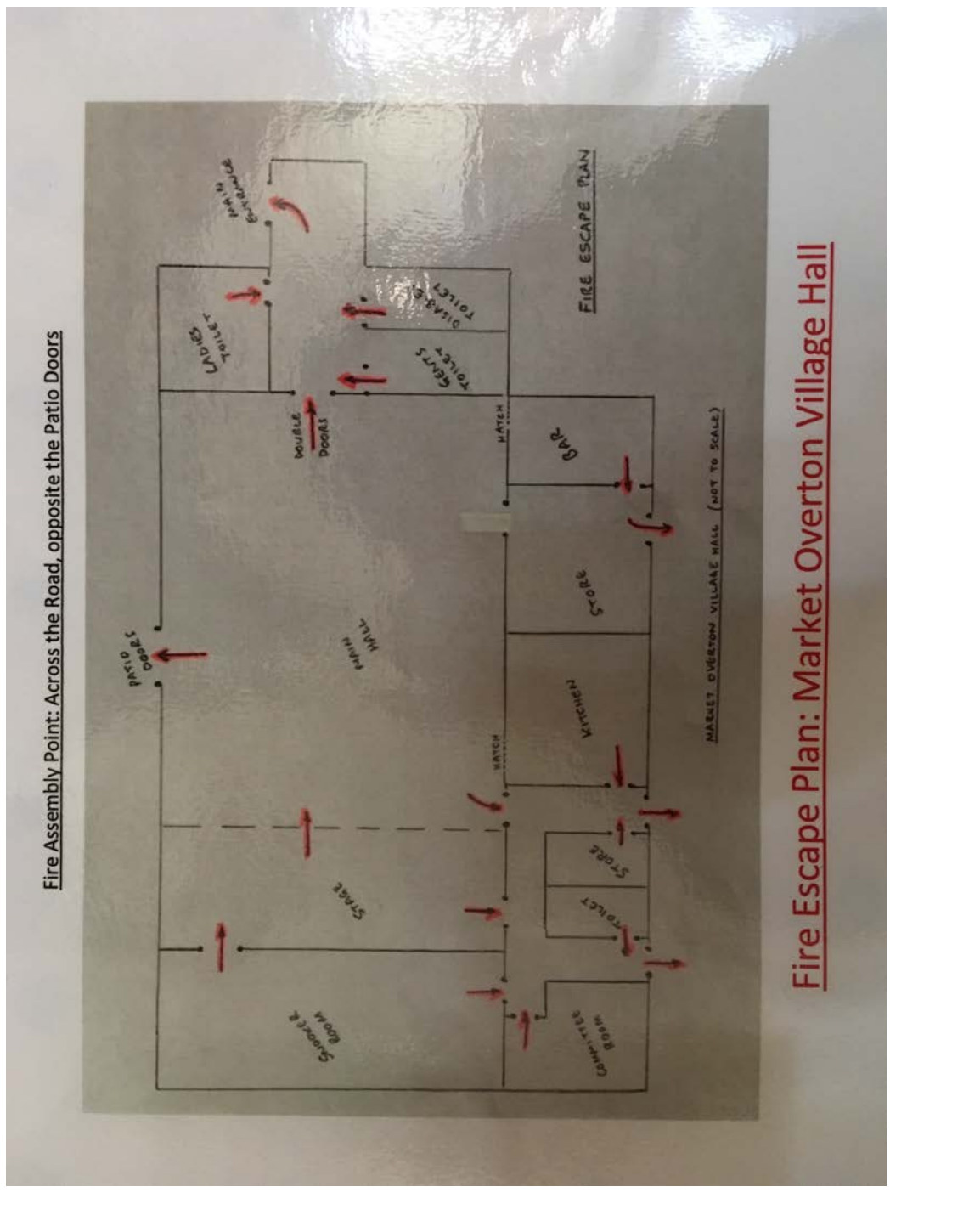
Date reviewed: 17 May 2018

Officer initials: JB/SR

Internal access leading to polling station(s) – C1

Entry via main entrance at top of floorplan then into main hall where polling station is situated. Kitchen entry from main hall and toilets in entrance foyer – no potential hazards. Good lighting throughout venue.

Sketch layout; provide photographs as appropriate.



Date reviewed: 17 May 2018

Officer initials: JB/SR

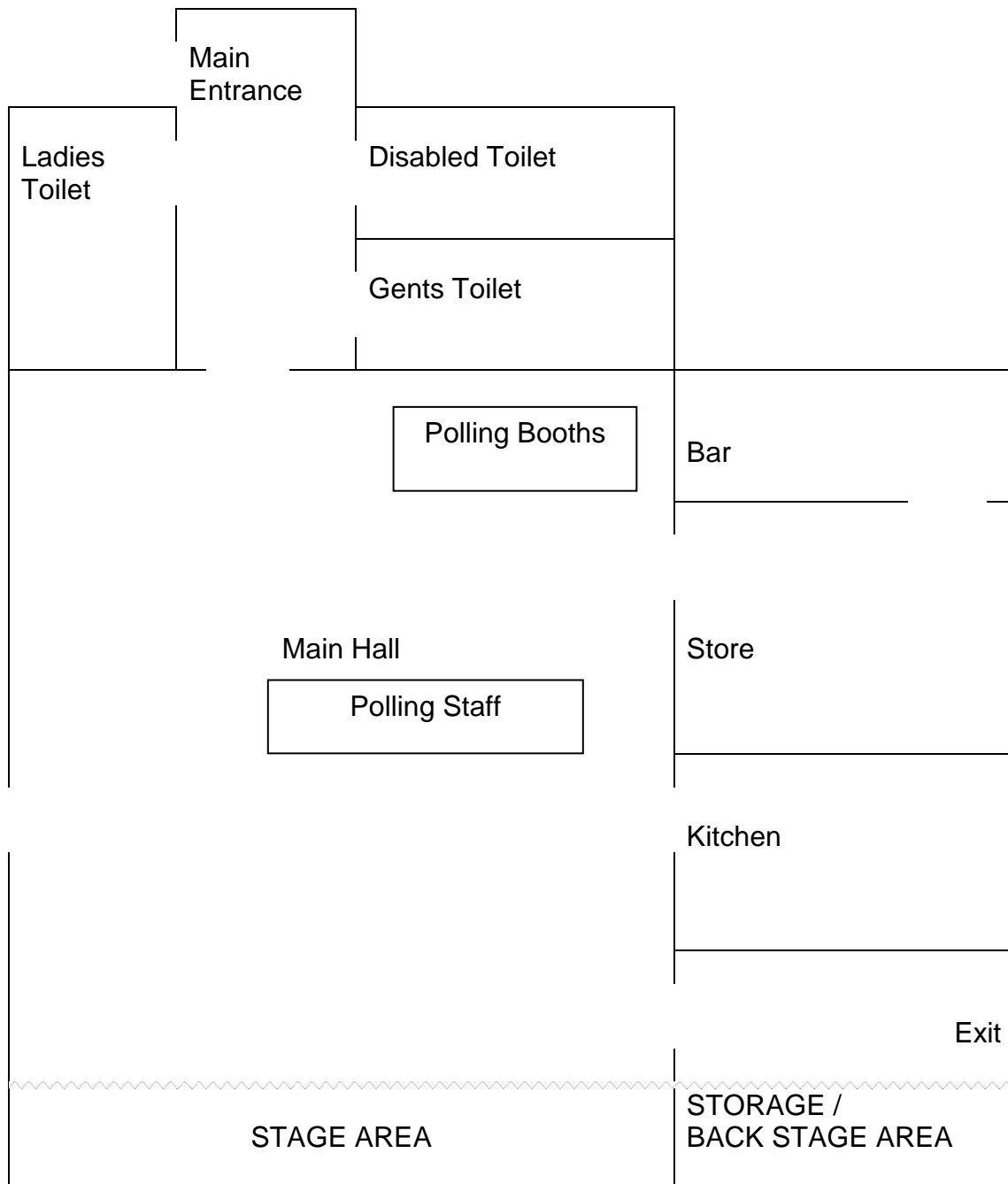
Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none">Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	
<ul style="list-style-type: none">If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?	√	Main hall is large enough to accommodate at least 2 stations.
<ul style="list-style-type: none">Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Yes
<ul style="list-style-type: none">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 easily.
<ul style="list-style-type: none">Is there adequate lighting for day and night time?	√	Yes
<ul style="list-style-type: none">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
<ul style="list-style-type: none">Could motorised wheelchairs be accommodated?	√	Yes
<ul style="list-style-type: none">Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

Date reviewed: 17 May 2018

Officer initials: JB/SR

Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.



Date reviewed: 17 May 2018

Officer initials: JB/SR

Pictures:



Picture 1 – Entrance showing access ramp and hand rail



Picture 2 – kitchen facilities



Picture 3 – External view showing disabled parking with ramp access with hand rail

Date reviewed: 17 May 2018

Officer initials: JB/SR

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO