

Date Reviewed: 3/5/18  
 Officer initials: JB/SR

## Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier	The Olive Branch	
Polling place name	The Olive Branch	
Polling place address	Main Street Clipsham LE15 7SH	
Number of electors (If more than one polling station within the polling place, identify split of electors)	104+ 61 = 165	
Building availability for future elections/referendums	At present no issues.	
Polling place review		
Check		Comment
• Are there suitable transport links?	√	By road only. Callconnect if available.
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	Car park is small but useable, probably difficult at peak times in restaurant, but on road parking available outside and villagers will be aware of this. <b>See Picture 1</b>
• 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 to be required.
• Is the building readily available in the event of any unscheduled elections?	√	Yes, but booking required.
• Is there any possibility that the building may be demolished as part of a new development?	√	Not at present.
<p><b><i>Identify any complaints/comments received from stakeholders at previous electoral events</i></b></p> <p>Disabled access restrictions noted on EU Referendum, but not commented on at UKPE 2017.</p>		

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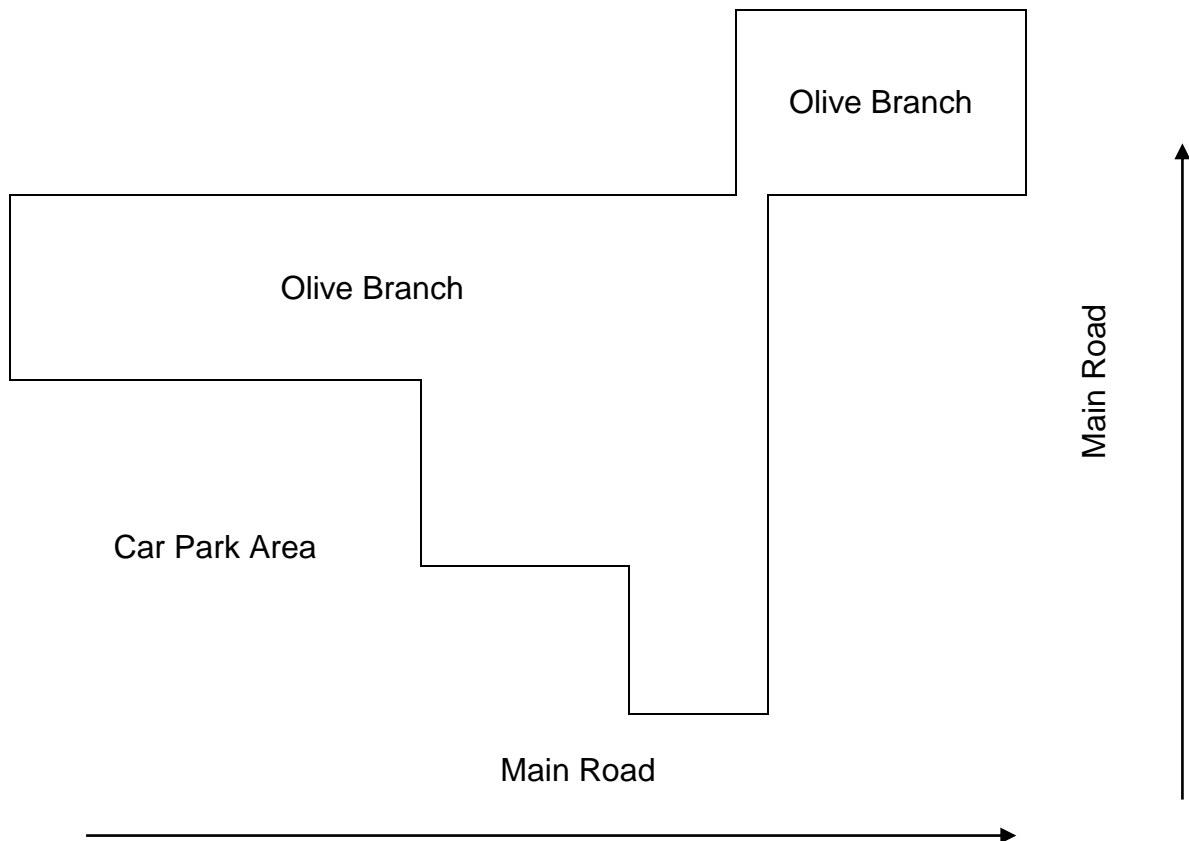
Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Road/footpaths or callconnect bus service if available and booked in advance.
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Car park is gravelled but could use parking place next to kerbing round building disabled spaces for polling day. Dropped kerb outside pedestrian entrance. <b>See Picture 2</b>
• Is the building clearly identifiable?	√	Pub signs visible from road. <b>See Picture 3</b>
• Is additional signage required between street and entrance?	√	Outside signage mainly required to identify entrance for and direction to polling station. 2 Large signs required.
• Is there the facility to put up the required signage for polling day?	√	
• Are there parking facilities for disabled people?	√	Not specific but could allocate slots for polling day.
• Are there parking facilities for polling staff?	√	Car park/off road parking.
• Does the approach to the building have external lighting?	√	Outside lights on building but no street lighting in village.
• Does the building have level access? Yes/No. If no –	√	Yes but gravelled car park surface. Building and surrounds/entrance flat.
• Has a purpose built ramp been installed?	X	<b>See Picture 4</b>
• If so, does it have a handrail?	X	
• Does the ramp have a gentle slope?	X	
• Does the building require a temporary ramp or is there an alternative disabled access?	X	
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	√	Only just but if required polling station staff could assist by utilising cardboard polling booth in corridor if required.
• 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?		
• Can tellers be accommodated outside the building?	√	

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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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External Street map view



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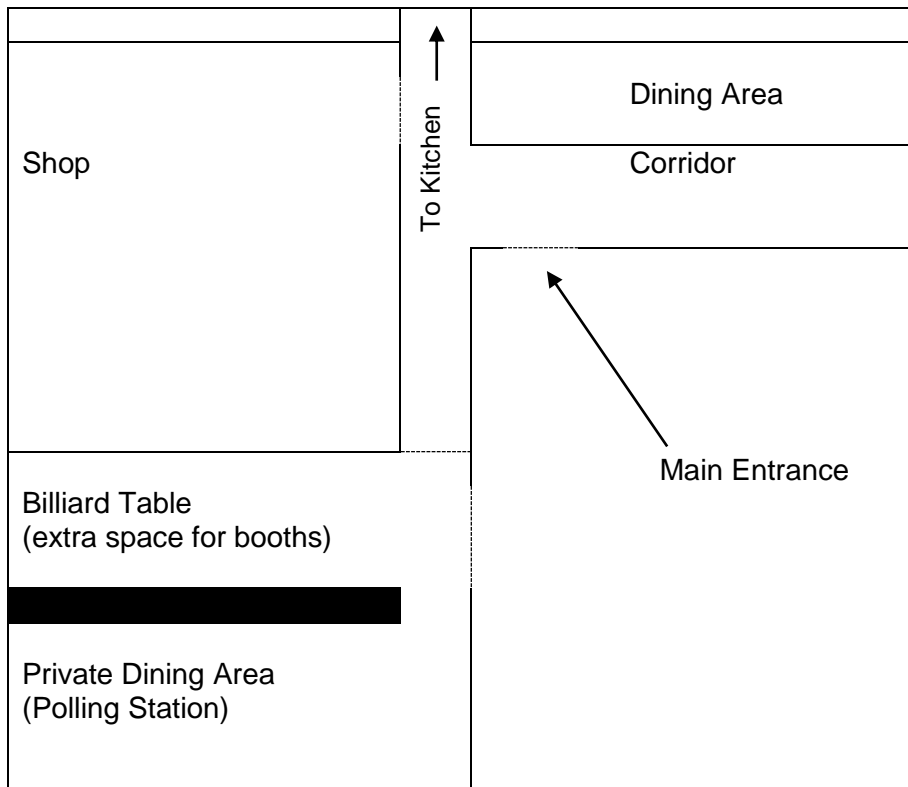
<b>Part C – Internal areas access and facilities</b>		
<b>Check</b>	<b>(√)</b>	<b>Comments</b>
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Yes, but if required polling station staff could assist.
• Are there any internal steps or obstructions/hazards?	√	Small lips between rooms but wheelchair access possible. If required polling station staff could assist.
• Are any doormats level with the floor?	√	No
• Is the floor covering non-slip (including in wet weather)?	√	No, tiled floor – polling staff would need to monitor.
• Are there any corridors that may cause access problems?	√	No
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	
• Is there a kitchen that staff can use?	√	Kitchen will provide kettle, polling staff to provide own supplies.
• 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?	√	Two but only one is likely to be required at this venue.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	Yes

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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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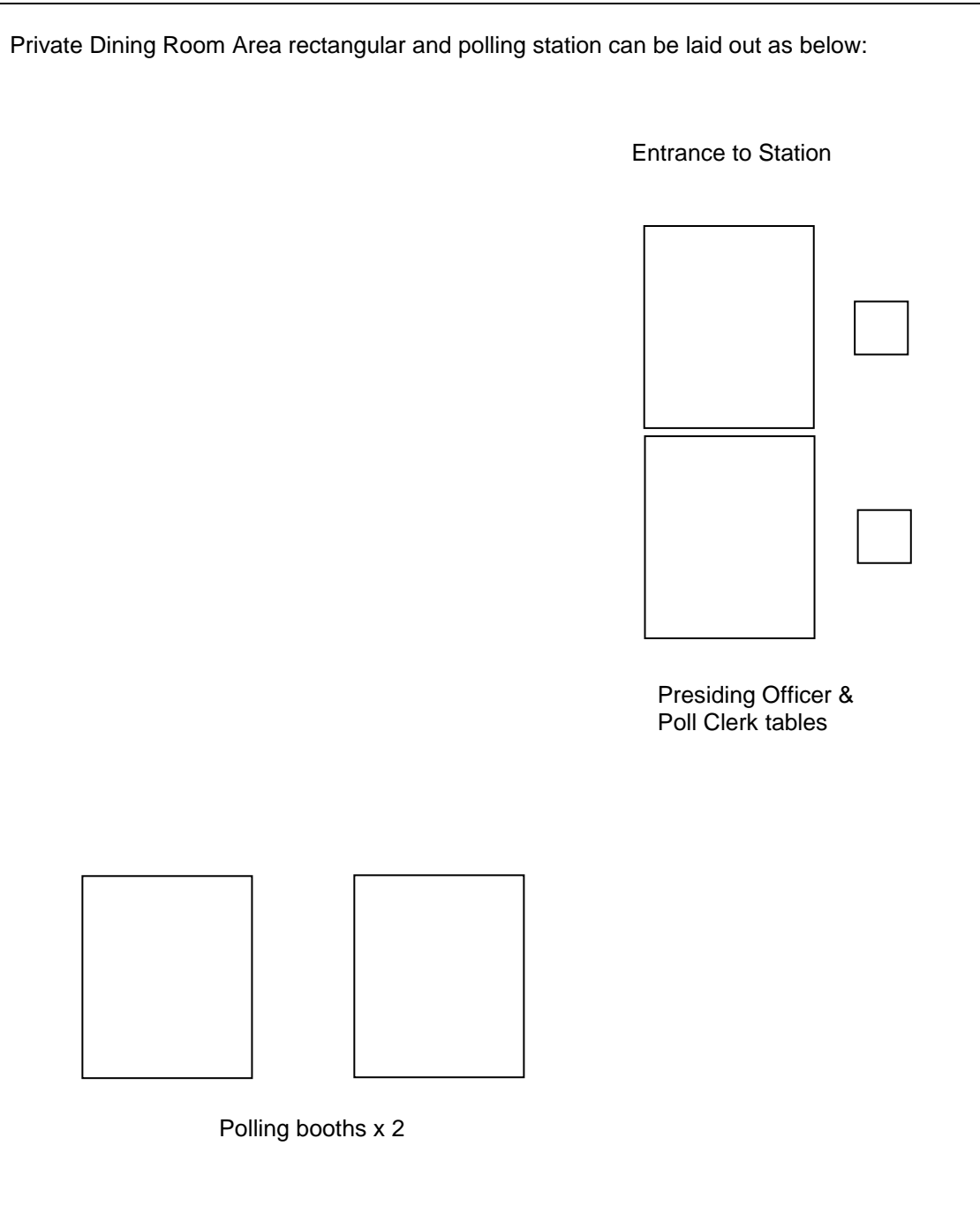
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Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none"><li>Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?</li></ul>	√	Yes
<ul style="list-style-type: none"><li>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?</li></ul>	√	Second set of polling booths could be accommodated in Billiard table area if required. <b>See Picture 5</b>
<ul style="list-style-type: none"><li>Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?</li></ul>	√	Yes – <b>see Picture 6</b>
<ul style="list-style-type: none"><li>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?</li></ul>	√	Yes
<ul style="list-style-type: none"><li>Is there adequate lighting for day and night time?</li></ul>	√	Yes
<ul style="list-style-type: none"><li>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?</li></ul>	√	Yes
<ul style="list-style-type: none"><li>Could motorised wheelchairs be accommodated?</li></ul>	√	Yes, but motorised wheelchairs might be an issue depending on size, but this could be monitored by polling station staff.
<ul style="list-style-type: none"><li>Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?</li></ul>	√	Yes

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## Internal – The polling station(s) – D1





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Pictures – Olive Branch - Clipsham



Picture 1 – Car Park



Picture 2 –disabled parking area



Picture 3 - Building signfrom road



Picture 4 – pedestrian entrance (showing level access)



Picture 5 - Billiard table area (space for additional polling booths if required)



Picture 6 - Private Dining Area – Polling Station

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

***Additional comments from (A)RO***