

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	TBC
Polling place name	Ladeside Pavilion
Polling place address	30 Kirkland Road, Kilbirnie, KA25 6HU
Number of electors (If more than one polling station within the polling place, identify split of electors)	NA206 – 2 Stations (Proposed to be used replacing Auld Kirk)
Building availability for future elections /referendums	This building has been used historically (2008 By Election) and there were no issues with availability or access, (this is an NAC property).

Polling place review

Check	✓	Comment
Are there suitable transport links?	Yes	On bus route
Are there any access issues regarding main/busy roads, railways, rivers, etc.?	No	Venue set well off the main road and the river is approximately 200 yards from the venue (leads to industrial buildings not domestic).
Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment to provide a good service to voters?	Yes	The venue can easily accommodate 2 stations.
Is the size sufficient to provide necessary private areas or privacy screens for photographic identification checks?	Yes	There is a storeroom off the main hall which can be used (photographs).
Is the size big enough to ensure the flow of voters and reduce the risk of congestion and queues even where there is a high turnout?	Yes	There is only one disabled entrance/exit , this could cause issues if wheelchair users are exiting through this point. Main access point also a single door entry, wide enough for wheelchair (over 840mm), but could cause issues. (Photographs).

Is the building readily available in the event of any unscheduled elections?	Yes	This venue has been used historically (2008 By Election) and is an NAC property.
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 - tbc

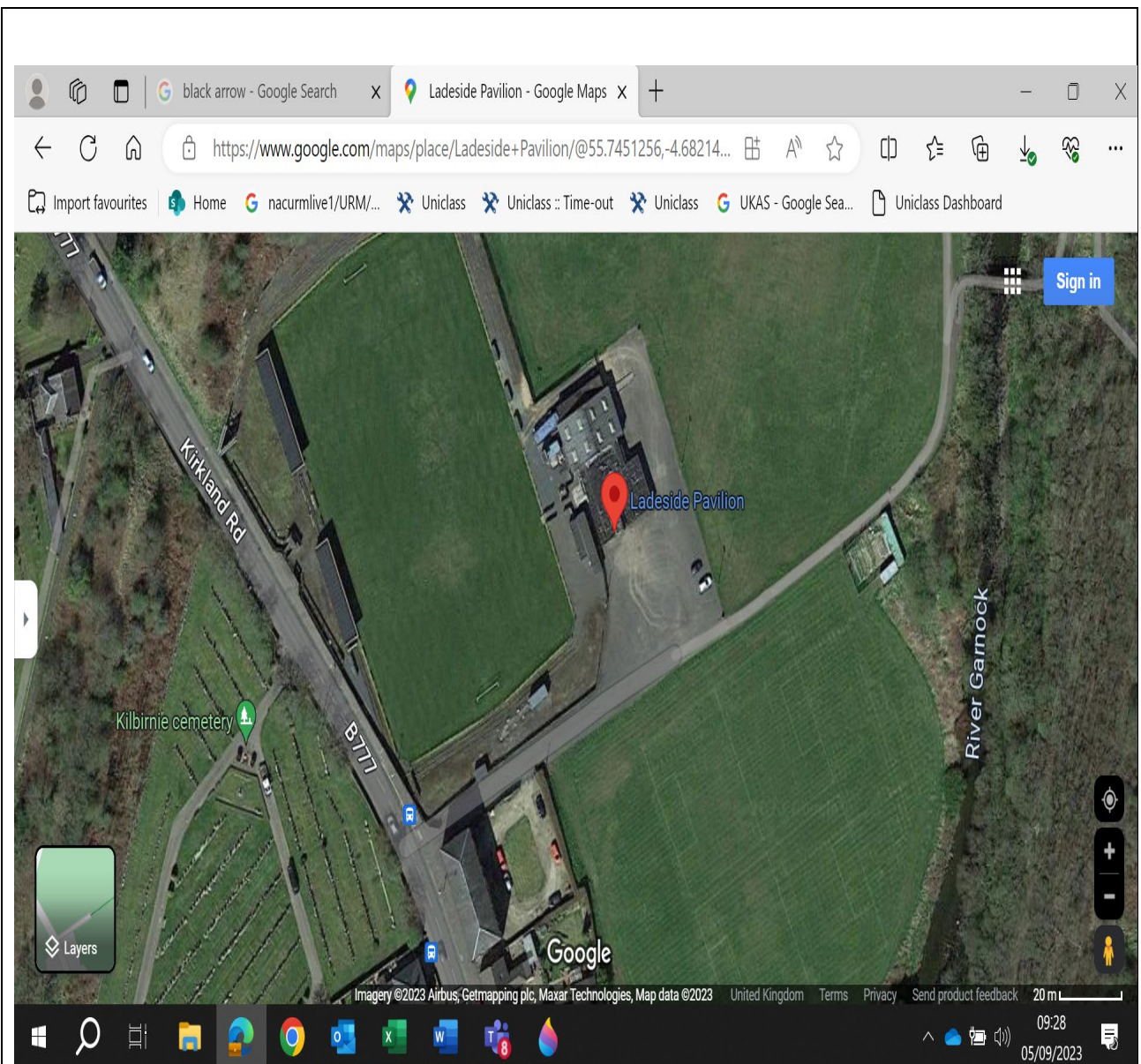
Part B – External areas access and facilities

Check	✓	Comments
Are there good public transport links to the polling place?	Yes	The venue is on the bus route.
Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	Yes	The approach is safe and on level ground, no obstructions or trip hazards. The entrance to the building is in poor condition, overgrown etc (photographs). There is only one suitable entry/exit point for disabled voters. Two disabled fire exits required??
Is the building clearly identifiable?	Yes	Signage at main entrance to the building, but as we do not use regularly, additional signage is recommended.
Is additional signage required between street and entrance?	Yes	The standard "Polling Place Here" signage should be erected, with additional signage leading to the venue.
Is there the facility to put up the required signage for polling day?	Yes	Building Services will erect additional signage (sandwich board and temporary fence post signage)
Are there parking facilities for disabled people?	Yes	Parking at this venue is very good with ample parking spaces. Traffic management may be required as disabled parking not clearly marked (2 staff – BS)
Are there parking facilities for polling staff?	Yes	Ample parking available (100 spaces)
Does the approach to the building have external lighting?	No	The property is very poorly lit. There are 6 small external lights attached to the building. There are column lights, but these do light the

		parking area or the building, they light the training area (football park). Additional lighting would be essential. (Photographs).
Does the building have level access? Yes/No. If no –	No	Ramp shown in photos.
Has a purpose built ramp been installed?	Yes	Shown in photos.
If so, does it have a handrail?	Yes	Handrails run full length both sides of ramp
Does the ramp have a gentle slope?	Yes	Shown in photograph.
Does the building require a temporary ramp or is there an alternative disabled access?	Yes	There is ramped access in place.
Is the entrance door wide enough to ensure good access for all?	Yes	The door entry is standard one door entrance shown, it would meet the 840mm minimum standard for wheelchair access.
Are the doors light enough for all voters to open?	Yes	Entrance doors are fixed open during poll.
Can the 'Guidance for voters' notice be clearly displayed outside the premises in a position so it can be read by all voters?	Yes	Various options
Does the building have a hearing loop installed?	No	
Are there any external security concerns?	Yes	Exterior would need to be cleaned up in generally poor condition.
Can tellers be accommodated outside the building?	Yes	Ample accommodation at entrance and externally.

External plan – B1

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



Google external layout shows neighbouring streets, ample parking (100 spaces) but these are not marked, and no disabled identified, would require 2 traffic marshals.

2 bus stops at main entrance to venue (B777) and proximity of the river.

Disabled access and main entry point to main hall – Ramp with gentle incline – **Badly overgrown.**



Disabled ramped access – Front/Gable of building suitable for the erection of additional signage.



Generally overgrown around full elevation.



Main entrance from hall – Redundant lighting column in background – door opens out and can be secured – **leads directly to main hall which may cause issues for staff if a cold day**, or as it get later in the day.



Main Entrance, type of lighting around building, above door and R/HS of door.



Types of lighting around building, **very poor**.



Lighting at gable of building



Lighting Columns facing training area and not building



Part C – Internal areas access and facilities

Check	✓	Comments
Are all doors easy to open for all users or do they need to be permanently locked back?	Yes	All doors to be used will be wedged open.
Are there any internal steps or obstructions/hazards?	No	There is a one-way system, but this would not be suitable for disabled voters .
Are any doormats level with the floor?	No	Hard floor, no issues.
Is the floor covering non-slip (including in wet weather)?	Yes	Gym style flooring (Photographs)
Are there any corridors that may cause access problems?	No	No Issues, all over 7ft wide.
Is there adequate lighting in the corridors?	Yes	Lighting internally good
Are there toilet facilities?	Yes	There are M/F toilets, but <u>there is no disabled toilet</u> .
Is there a kitchen that staff can use?	Yes	Good cooking facilities (photograph).
Is the area adequately lit for day and night-time?	Yes	Good provision of lighting internally
Is there adequate space for signage?	Yes	Various options
Is there seating available if an elector needs to sit down?	Yes	Plenty of space to add seats for voters.
How many polling stations can the building accommodate?	N/A	The venue could accommodate up to 2 polling stations in the main hall.
Does the building have a telephone available (land line) in the event of mobile network problems?	Yes	01505 683667

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.

Kitchen Area off main hall – good facility



Toilets, both male/female toilets directly off main hall. **No disabled toilet.**



Storeroom directly off main hall – Staff or identification area.



6 changing room areas, suitable for storage only – dated, unpleasant smell



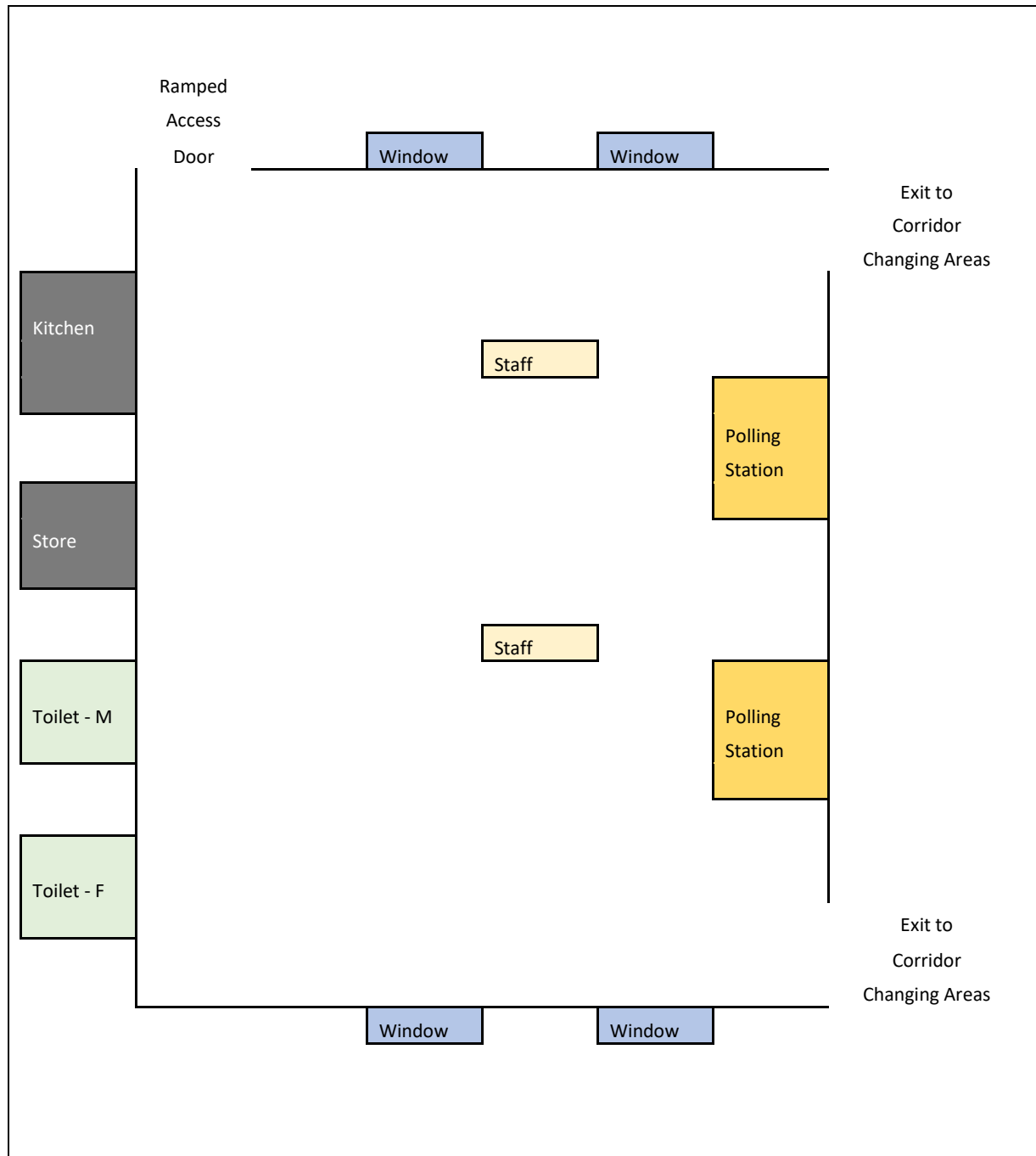
Part D – The polling station(s)

Check	✓	Comments
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	Space for 2 stations, dividers could be used
Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	Yes	Venue can comfortably accommodate all. There are several other rooms and changing rooms that could be utilised for “faith rooms” etc.
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	Venue can accommodate this.
Is there adequate lighting for day and night-time?	Yes	Lighting good
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	Venue can comfortably accommodate all.
Could motorised wheelchairs be accommodated?	Yes	Venue can accommodate motorised wheelchairs.
Can the official notices be clearly displayed and positioned, including the large-print version of the ballot paper(s) so it can be read by all voters?	Yes	There are several suitable areas in the main hall, large reception area and entrance.
Is there sufficient space to accommodate a private area or privacy screens for photographic identification checks?	Yes	Two separate areas off the main hall
Is there enough space to ensure the flow of voters having their photographic ID checked and reduce the risk of congestion and queues even where there is a high turnout?	Yes	No issues.

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.

Sketch of hall – schematic to be added.



The venue has some issues internally. There is no disabled toilet. The preferred one-way system would be entering by the ramped access door and leaving by any of the 2 exits leading to changing area corridors. This is not an option for disabled voters (steps) and may cause delays in busy periods if exiting by ramped entrance.

Main Hall – one exit to corridor top right.



Main hall – other exit to corridor top right, doors open out, drop from steps can be seen (half height of wheelie bin in background 3 steps).



Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO