Polling Place / Polling Station
Evaluation Checklist

North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Part A – **Proposed polling place details**	
Polling place identifier	**W5-A&A-WCC**
Polling place name	**WHITLEES COMMUNITY CENTRE** *(This new Polling Place will replace St Peter's Primary School)*
Polling place address	**Whitlees Community Centre** **Carrick Place** **ARDROSSAN** **KA22 7DT**
Number of electors (If more than one polling station within the polling place, identify split of electors)	**622** **588** **1210** *These figures relate to Ward 5 (Polling District No. 504 - map attached).* *This Polling Places is also used for Ward 9.*
Building availability for future elections/ referendums	**Available**

Polling place review

Check	✓	Comment
• Are there suitable transport links?	**Yes**	Community Centre close to bus route.
• 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**	Hall can also be extended into Cafe/ Lounge area by opening concertina doors if necessary.
• 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**	Building has recently undergone major refurbishment works.

Identify any complaints/comments received from stakeholders at previous electoral event: No complaints/comments. The Returning Officer is keen to move electors to Whitlees Community Centre to allow St Peter's Primary School to operate on Polling Day. There is space within the Community Centre to accommodate further Polling Stations. The Community Centre has good transport links and disabled parking/access.
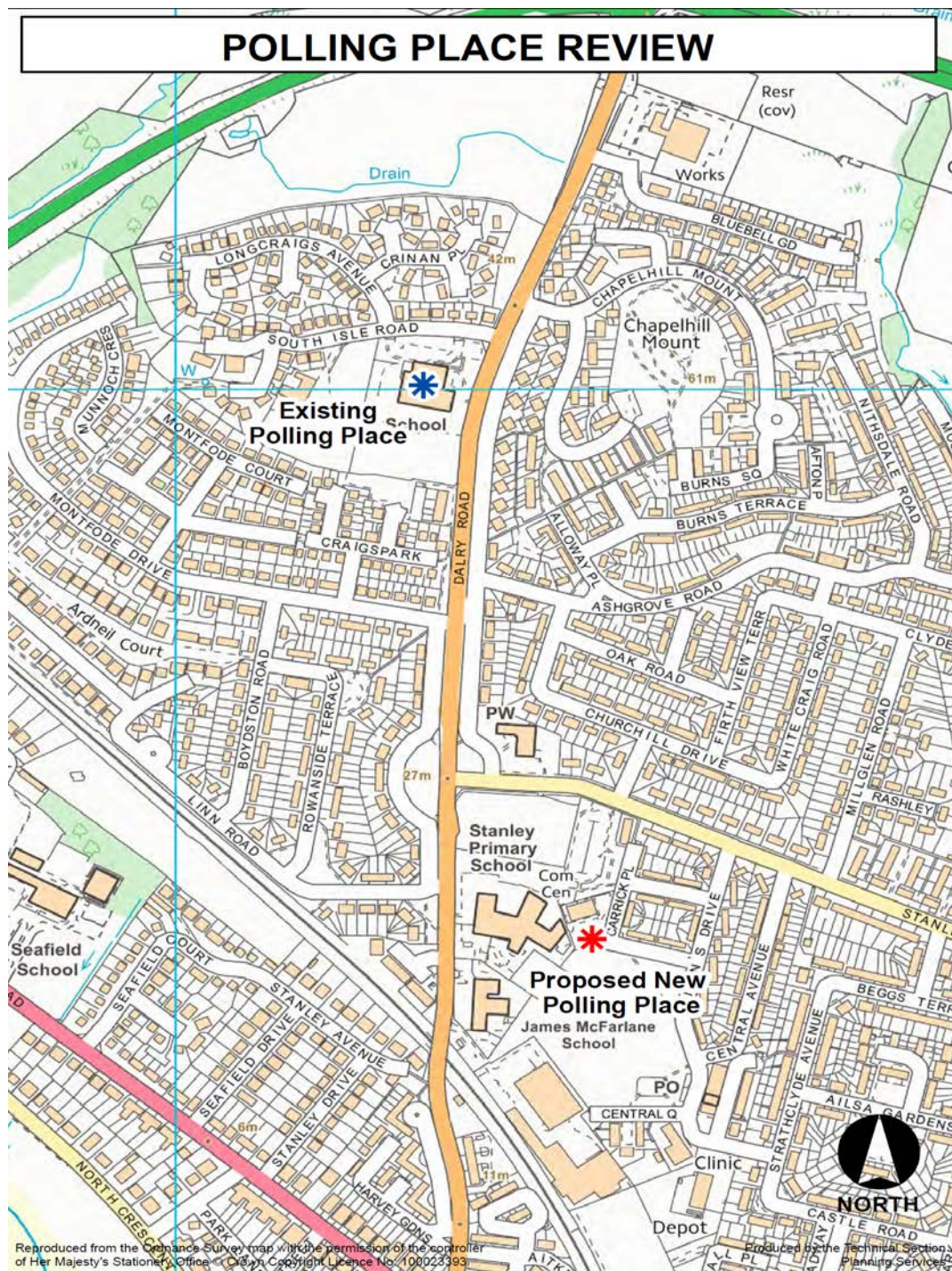
Date reviewed: August 2018

Officer initials: BT/DMcC

Part B – External areas access and facilities		
Check	**✓**	**Comments**
• Are there good public transport links to the polling place?	**Yes**	Close to bus route.
• 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**	Designated Disabled Parking bays at door.
• Are there parking facilities for polling staff?	**Yes**	
• Does the approach to the building have external lighting?	**Yes**	
• Does the building have level access? Yes/No. If no –	**Yes**	
• 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**	
• 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**	

External plan – B1 (Location Map)

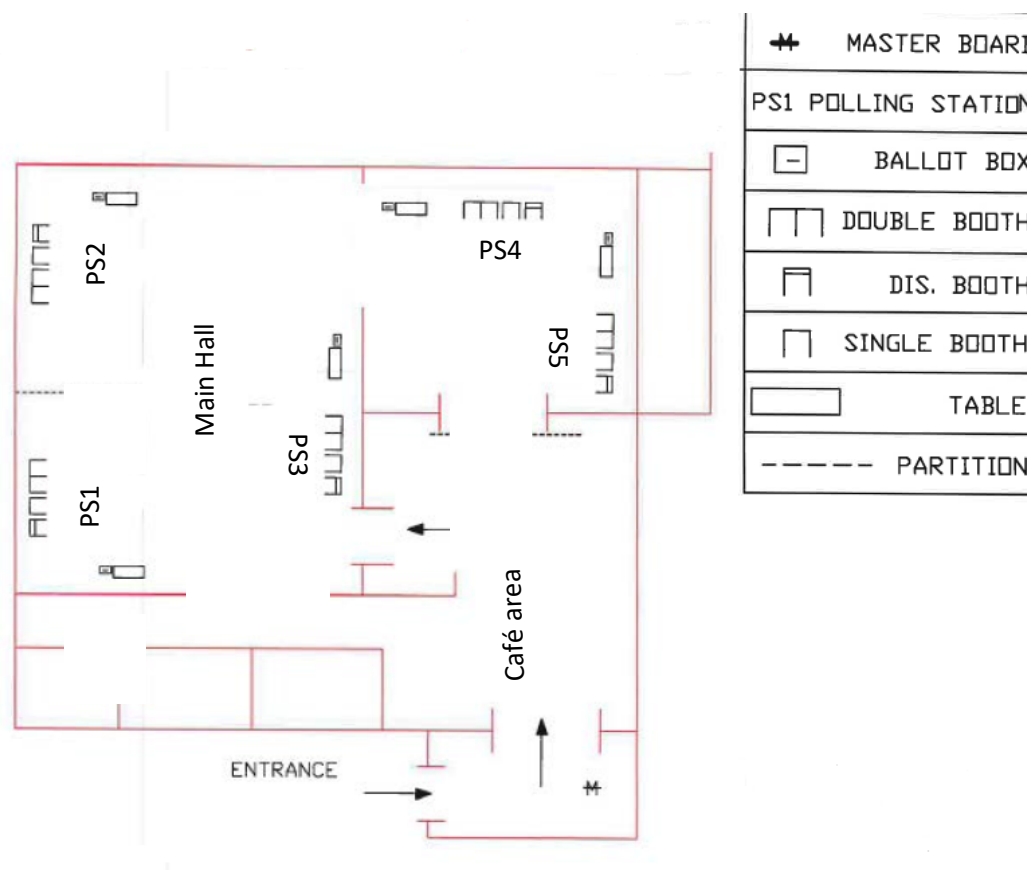**Existing** - St Peter's Primary School
Proposed New - Whitlees Community Centre

POLLING PLACE REVIEW

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?	**Yes**	
• Is the floor covering non-slip (including in wet weather)?	**Yes**	
• Are there any corridors that may cause access problems?	**No**	
• Is there adequate lighting in the corridors?	**Yes**	
• Are there toilet facilities?	**Yes**	
• Is there a kitchen that staff can use?	**Yes**	
• 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?	**5**	The Hall can be extended into Cafe/Lounge creating further space if required.
• Does the building have a telephone available (land line) in the event of mobile network problems?	**Yes**	

Internal access leading to polling station(s) – C1
Proposed new Polling Place: Whitlees Community Centre

Example Layout (5 x Polling Stations)

This is an example layout only. Polling Places are inspected in advance of Polling Day and modifications may be made.

North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

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**	Hall can easily accommodate 6 polling stations. Hall can also be extended into cafe area if necessary, accommodating 2 further stations.
• 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**	

POLLING DISTRICT N504

Produced by the Technical Section
Planning Services

NORTH