

Date reviewed:26/09/2023

Officer initials: MCB

Evaluation checklist

Part A – Current polling place details		
Polling place identifier	BAN3	
Polling place name	Banstead Community Hall	
Polling place address	Park Road, Banstead, SM7 3AJ	
Number of electors (If more than one polling station within the polling place, identify split of electors)	2,400 1946 Station Voters 454 Polling Station Voters	
Building availability for future elections/referendums	Yes	
Polling place review		
Check		Comment
• Are there suitable transport links?	√	
• 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	Questioned asked must you the main hall for all elections a yes was confirmed. Personal suggestion only use the main hall and the mead room if required for 2 polling stations.
• 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?	?	Lease ran out in August 2023 waiting on council for renewal information.

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

Date reviewed:26/09/2023

Officer initials: MCB

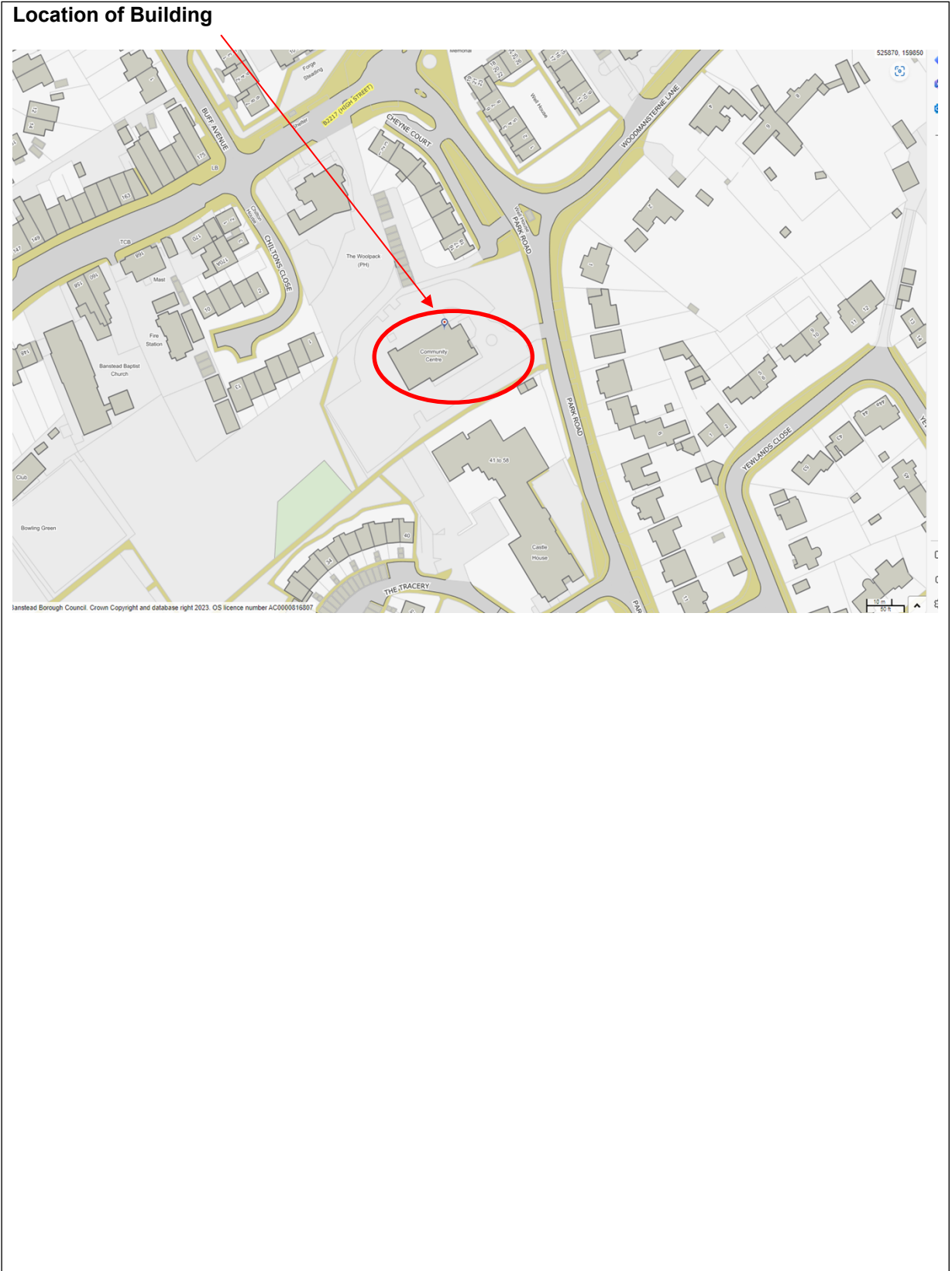
Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none">• Are there good public transport links to the polling place?		
<ul style="list-style-type: none">• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	Yes	
<ul style="list-style-type: none">• Is the building clearly identifiable?	Yes	
<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?	Yes	
<ul style="list-style-type: none">• Are there parking facilities for disabled people?	Yes	
<ul style="list-style-type: none">• Are there parking facilities for polling staff?	Yes	
<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 –	Yes	
<ul style="list-style-type: none">• Has a purpose built ramp been installed?		
<ul style="list-style-type: none">• If so, does it have a handrail?		
<ul style="list-style-type: none">• Does the ramp have a gentle slope?		
<ul style="list-style-type: none">• Does the building require a temporary ramp or is there an alternative disabled access?		
<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?	Yes	

Date reviewed:26/09/2023

Officer initials: MCB

External plan – B1

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



Date reviewed:26/09/2023

Officer initials: MCB

Main Building



Main building
entrance through
double doors

Date reviewed:26/09/2023

Officer initials: MCB



Main Entrance into lobby and building close up of double door access.

Date reviewed:26/09/2023

Officer initials: MCB

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?	2	
• Does the building have a telephone available (land line) in the event of mobile network problems?	Yes	

Date reviewed:26/09/2023

Officer initials: MCB

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.

Main entrance into lobby area



Date reviewed:26/09/2023

Officer initials: MCB

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?	Y	
• 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?	Y	
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	Y	
• 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?	Y	
• Is there adequate lighting for day and night time?	Y	
• 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?	Y	

Date reviewed:26/09/2023

Officer initials: MCB

• Could motorised wheelchairs be accommodated?	Y	
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	Y	

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:26/09/2023

Officer initials: MCB

Main access to hall through double doors



Main hall to be used instead of the mead room.

Main hall room size 16.2m x 10.8m

14 plug sockets centred around the room at head height when standing so extension leads required.

Date reviewed:26/09/2023

Officer initials: MCB

Main double doors entrance into main hall.



Date reviewed:26/09/2023

Officer initials: MCB



Fire exist at the back of the main hall exist out into the car park.

Date reviewed:26/09/2023

Officer initials: MCB



Kitchen Area

Date reviewed:26/09/2023

Officer initials: MCB

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO

Banstead community Hall has 3 fire exits and a defibrillator.

Chairs are available for use at the polling station. Table availability TBC.

There are plenty of plug sockets on the walls centred around the main hall at situated at standing high level (extension leads required) 14 in total. The use of the main hall instead of the Mead room for all elections has been confirmed and will be available to hire.