

## Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	
Polling place name	St John's Ambulance Centre
Polling place address	Molly Brewer House, Unit E, Kingsfield Business Centre, Philanthropic Road, Redhill, Surrey, RH1 4DP
Number of electors (If more than one polling station within the polling place, identify split of electors)	Approx. 900
Building availability for future elections /referendums	Yes, pre-booked for next 5 years.

### 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 to provide a good service to voters? Is the size sufficient to provide necessary private areas or privacy screens for photographic identification checks? 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?	✓	Very large hall but parking would limit this to a single polling station.
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?	No	

**Identify any complaints/comments received from stakeholders at previous electoral events – N/A**

## Part B – External areas access and facilities

Check	✓	Comments
Are there good public transport links to the polling place?		
Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	✓	As it is a business park there are times of the day when trucks/vans bring/collect goods.
Is the building clearly identifiable?	✓	
Is additional signage required between street and entrance?	✓	Additional signage would be needed on Hooley Lane as centre is at the back of the business park
Is there the facility to put up the required signage for polling day?	✓	
Are there parking facilities for disabled people?		None specifically marked
Are there parking facilities for polling staff?	✓	
Does the approach to the building have external lighting?	✓	
Does the building have level access? Yes/No. If no –	No	
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?	No	
Is the entrance door wide enough to ensure good access for all?	✓	
Are the doors light enough for all voters to open?	✓	
Can the 'Guidance for voters' notice be clearly displayed outside the premises in a position so it can be read by all voters?	✓	
Does the building have a hearing loop installed?	No	
Are there any external security concerns?	No	Site is open 24 hours a day as it is used a rest stop by The South East Coast Ambulance staff (SECAM).
Can tellers be accommodated outside the building?	✓	

# External plan – B1

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

### Situation of building

The map shows Kingsfield Business Park with units E through Q. Unit E is circled in red and has an arrow pointing to it. The map includes streets such as Redstone Hollow, Philanthropic Road, and Old Redstone Drive. Other features include 'Telecom Masts At Kingsfield Business Centre', 'Signal Centre', 'Juli Flat Unit', and 'Site Of Former Wallgrove House British Gas Plc'. A redstone house is also labeled.

The photograph shows a single-story brick building with a sign that reads "St John Ambulance". There are several cars parked in front of the building, including a white van, a silver car, a black car, and a white car. The building has a ramp leading to the entrance.

The building

**Car Park**



**Front of Building**



<b>Part C – Internal areas access and facilities</b>		
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<b>Check</b>	<b>✓</b>	<b>Comments</b>
Are all doors easy to open for all users or do they need to be permanently locked back?	✓	Propose to use the emergency door on the side of the hall for direct access into the polling station.
Are there any internal steps or obstructions/hazards?	No	
Are any doormats level with the floor?	✓	
Is the floor covering non-slip (including in wet weather)?	✓	
Are there any corridors that may cause access problems?	No	
Is there adequate lighting in the corridors?	✓	
Are there toilet facilities?	✓	Shared with SECAM
Is there a kitchen that staff can use?	✓	Shared with SECAM
Is the area adequately lit for day and night time?	✓	
Is there adequate space for signage?	✓	
Is there seating available if an elector needs to sit down?	✓	
How many polling stations can the building accommodate?	3	But parking would be an issue
Does the building have a telephone available (land line) in the event of mobile network problems?	No	

## Internal access leading to polling station(s) – C1

***Sketch layout; provide photographs as appropriate.***

**Proposed entrance/exit, Hall emergency exit which leads to the car park**







The kitchen





View of main front door, from the lobby



Lobby which leads to the hall, toilets, kitchen and the front door



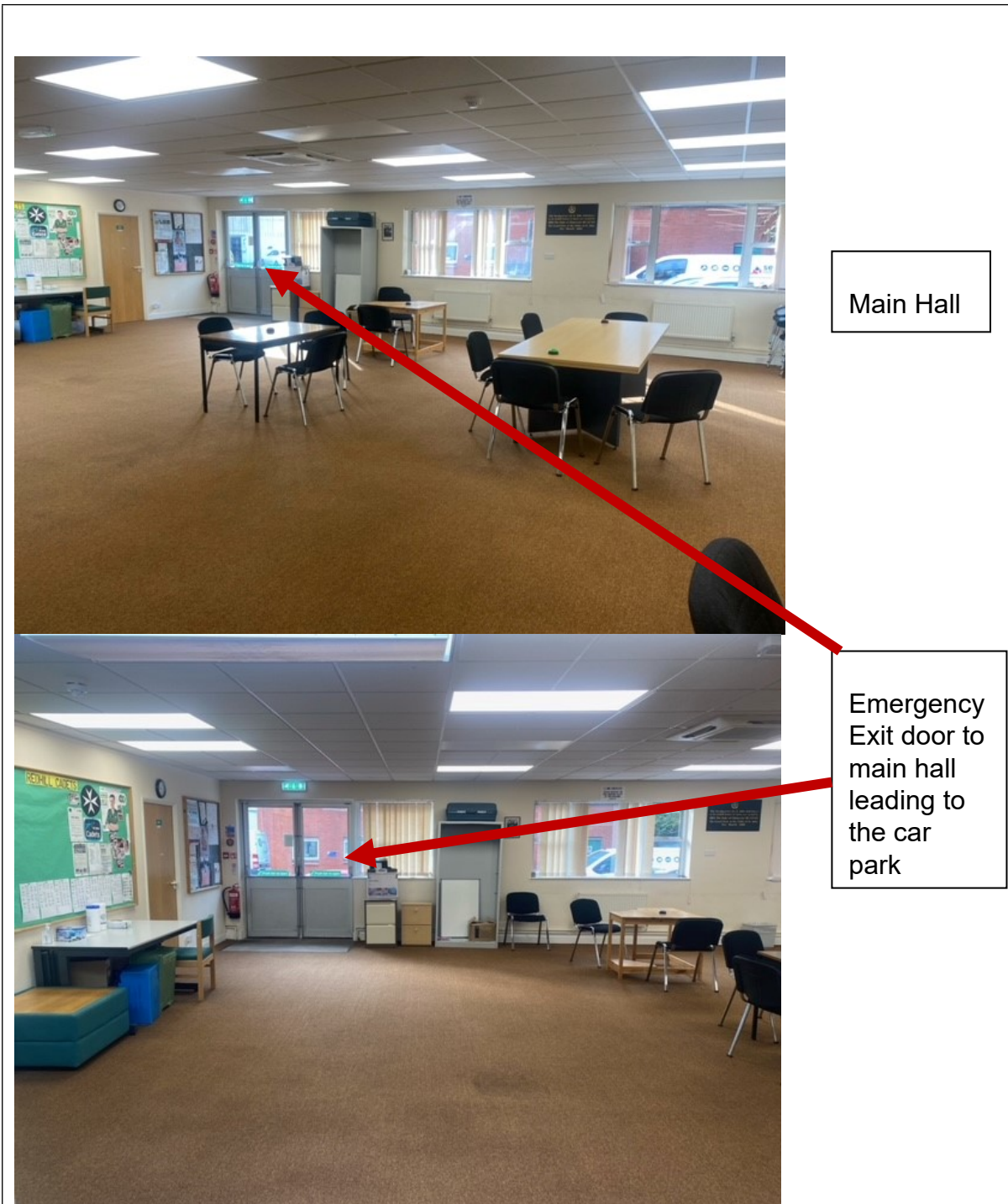


## Part D – The polling station(s)

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?	✓	The very large hall can be split using sliding doors if required. Parking would be an issue if there was more than 1 station
Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	✓	
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?	✓	
Is there adequate lighting for day and night time?	✓	
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?	✓	
Could motorised wheelchairs be accommodated?	✓	
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?	✓	
Is there sufficient space to accommodate a private area or privacy screens for photographic identification checks?	✓	
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?	✓	

## 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.





Halls  
combined



Part E – Comments from stakeholders during consultation

<b>Comment</b>	<b>Name/organisation</b>	<b>Response by (A)RO</b>

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