Enquiry to use School Premises as a Polling Place

From the Returning Officer ...................................................... Electorate .................................................................

................................................................. .................................................................

................................................................. 1996

The Principal/ School Board of Trustees

Dear Sir/ Madam

Polling Place .................................................................

I would like to use the above school premises as a polling place for the forthcoming General Election and/or poll and I would be grateful if they could be made available for this purpose.

The actual date for the poll is yet to be decided but it mostly likely will be on a Saturday in . ..__........................

The premises will be required from approximately 4.00 p.m. on the Friday before polling day to approximately 9.00 p.m. on the Saturday.

The average fee payable is $ .................. see below.

A tax invoice must be supplied if GST is payable.

Your attention is drawn to the following extract of the Electoral Act 2993 - section 156

"156 Use of public schools as polling places - (1) Any public primary school or intermediate school or secondary school may be appointed to be a polling place under section 155 of this Act, and in every such case it shall be the duty of the governing body of the school to place it at the free disposal of the Returning Officer from 4 p.m. on the day before polling day and for the whole of polling day.

(2) The cost of cleaning any part of a school used as a polling place, the cost of lighting and heating (used on polling day) arising from the use of a school as a polling place and the cost of repairing any damage arising from the use of a school as a polling place, shall be defrayed by the Returning Officer out of money to be appropriated by Parliament."

Would you please complete the attached E20-B- 1 and return it to me by . . . . . . . . . .............................................. in the stamped addressed envelope provided.

Yours faithfully

Returning Officer

26/4/96 E20-A-1
Enquiry to use Premises
other than a Public School as a Polling Place

From the Returning Officer ........................................................................ Electorate

......................................................... 1996

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Dear Sir/Madam

Polling Place ........................................................................................................

I would like to use the above premises as a polling place for the forthcoming General Election and/or poll and I would be grateful if they could be made available for this purpose.

The actual date for the poll is yet to be decided but it mostly likely will be on a Saturday in .........................

The premises will be required on polling day from 8.00 a.m. to approximately 9.00 p.m.

A tax invoice must be supplied if GST is payable.

Would you please complete the attached E20-B-2 and return it to me by ................................................................. in the stamped addressed envelope provided.

Yours faithfully

Returning Officer
Facilities available at Polling Place (Public School)

Returning Officer .............................................. Electorate

Polling Place Name ......................................................

Number and Street Address ......................................................

will be available as a polling place, for the forthcoming General Election and/or poll from 4.00 p.m. Friday ............... to approximately 9.00 p.m. on Saturday

The following is the information that you require tick as appropriate

1. Are lighting facilities available on the premises? ○ Yes ○ No

2. Is the lighting suitable for night time work? ○ Yes ○ No

3. Are the following facilities available for use by poll staff

   Toilet facilities ○ Yes ○ No

   Tea making facilities ○ Yes ○ No

   Hot water facilities ○ Yes ○ No

   Adult size chairs available ○ Yes ○ No Qty ............

   Adult size tables available ○ Yes ○ No Qty ............

4. Do the premises have access for persons who are physically disabled such as those in wheel chairs etc? Give entrance details ○ Yes ○ No

5. What type of heating operation? (e.g. coin/switch/boiler) ....... and are any special arrangements required for access and operation?

6. Do the premises have a security system? ○ Yes ○ No

   What do we require to gain access and reactivate the system on completion of our duties?

7. Is there a telephone available at the polling place for use by poll staff for advising results? ○ Yes ○ No

   If not are there public telephones nearby or is there a telephone available in adjacent premises?

8. From whom are the keys collected and is that person available for work on the day? ○ Yes ○ No

   Name ..................................................... Tel. Number Daytime ................

   Address ..................................................... Tel. Number Evening .............

   Name ..................................................... Tel. Number Daytime .............

   Alternative key holder in case the first cannot be contacted

9. What charge is required for this facility?

   N.B. In respect of public schools, under the provisions of the Electoral Act 1993 only cleaning/ heating/ lighting fees and the repair of any damage arising from the use of a school as a polling place are payable

   Cleaning/ Heating/ Lighting Fee $ ................

   GST Number .................. GST $ ................

   Tax invoices must be supplied Total $ ................

   Fees are to be paid by direct credit to a bank account.

Please find enclosed □ Tax Invoice

And completed □ Bank Deposit Slip

Or completed □ Certificate of Account E20-B-3

Signed

Your attention is drawn to the following extract of the Electoral Act 1993 - section 156

"156 Use of public schools as polling places - (1) Any public primary school or intermediate school or secondary school may be appointed to be a polling place under section 155 of this Act, and in every such case, it shall be the duty of the governing body of the school to place it at the free disposal of the Returning Officer from 4 p.m. on the day before polling day for the whole of polling day

(2) The cost of cleaning any part of a school used as a polling place, the cost of lighting and heating (used on polling day) arising from the use of a school as a polling place and the cost of repairing any damage arising from the use of a school as a polling place, shall be defrayed by the Returning Officer out of money to be appropriated by Parliament."
Facilities available at Polling Place
(Other than a Public School)

Returning Officer ............................................  Electorate ..........................................................

Polling Place Name .................................................................

Number and Street Address .................................................................

Will be available as a polling place, for the forthcoming General Election and/or poll from 8.00 a.m. Saturday to approximately 9.00 p.m. in the evening of polling day.

The following is the information that you require to be completed.

1. Are lighting facilities available on the premises? Yes No
2. Is the lighting suitable for night time work? Yes No
3. Are the following facilities available for use by poll staff?
   - Toilet facilities
   - Tea making facilities
   - Hot water facilities
   - Adult size chairs available
   - Adult size tables available

4. Do the premises have access for persons who are physically disabled such as those in wheel chairs etc? Give enhance details

5. What type of heating operation? (e.g. coin/switch/boiler) and are any special arrangements required for access and operation?

6. Do the premises have a security system? Yes No
   What do we require to gain access and reactivate the system on completion of our duties?

7. Is there a telephone available at the polling place for use by poll staff for advising results? Yes No
   Private Tel Number 
   If not are there public telephones nearby or is there a telephone available in adjacent premises?

8. From whom are the keys collected and is that person available for work on the day? Yes No
   Name 
   Address 
   Name 
   Address 
   Alternative key holder in case the first cannot be contacted

9. What charge is required for this facility? Rental $ 
   CST Number 
   GST $
   Tax invoices must be supplied

Fees are to be paid by direct credit to a bank account.

Please find enclosed Tax Invoice
And completed Bank Deposit Slip
Or completed Certificate of Account E20-B-3

Note: Staffing of Polling places is determined by Returning Officers as defined under the Electoral Act 2993.
Confirmation of use of Public School premises as a Polling Place

From the Returning Officer .................................................. Electorate

................................................................. 1996

The Principal/ School Board of Trustees Telephone: (0 ) ..................................................

Dear Sir/ Madam

1. Thank you for making the above-named school premises available for use as a polling place on polling day.

2. The poll will be held on Saturday .................................................. the hours of the poll being 9.00 a.m. to 7.00 p.m. inclusive. Staff will require the use of the premises from 4.00 p.m. on the Friday before polling day until approximately 9.00 p.m. in the evening of polling day.

3. There will be ................. booths providing polling facilities at your premises, and the Deputy Returning Officer In Charge will be directed to ensure that the premises when vacated are left in a tidy condition.

I have noted the contact address and telephone number you have provided for collection of the key to the premises. I would expect the key to be collected on .................................................. have also been supplied with this information so they can make contact to arrange the delivery of supplies. The delivery of supplies will occur in the week commencing ..................................................

5. A direct credit for $ .................. will be lodged in your account for the cleaning/ heating/ lighting of the premises, and this payment will be made within two working days following polling day or following receipt of your tax invoice should it be supplied at a later date.

Your attention is drawn to the following extract of the Electoral Act 1993 - section 156

"Use of public schools as polling places - (1) Any public primary school or intermediate school or secondary school may be appointed to be a polling place under section 155 of this Act, and in every such case it shall be the duty of the governing body of the school to place it at the free disposal of the Returning Officer from 4 p.m. on the day before polling day and for the whole of polling day."

(2) The cost of cleaning any part of a school used as a polling place, the cost of lighting and heating (wed on polling day) arising from the use of a school as a polling place, and the cost of repairing any damage arising from the use of a school as a polling place, shall be defrayed by the Returning Officer out of money to be appropriated by Parliament."

6. Special Arrangements (where applicable) ..................................................

Once again may I express my thanks for the use of your premises. Should you wish to raise matters with me concerning the details I have outlined in this letter, I can be contacted by telephone at the above address during business hours.

Yours faithfully

Returning Officer
Dear Sir/Madam

1. Thank you for making the above-named premises available for use as a polling place on polling day.

2. The poll will be held on Saturday .................................................., the hours of the poll being 9.00 a.m. to 7.00 p.m. inclusive. Staff will require the use of the premises from 8.00 a.m. to approximately 9.00 p.m. in the evening of polling day.

3. There will be .......... booths providing polling facilities at your premises, and the Deputy Returning Officer In Charge will be directed to ensure that the premises when vacated are left in a tidy condition.

I have noted the contact address and telephone number you have provided for collection of the key to the premises. I would expect the key to be collected on ..........................................................

............................................................. have also been supplied with this information so they can make contact to arrange the delivery of supplies. The delivery of supplies will occur in the week commencing ..........................................

5. A direct credit for $ ................. will be lodged in your account for the rental of the premises, and this payment will be made within two working days following polling day or following receipt of your tax invoice should it be supplied at a later date.

6. Special Arrangements (where applicable) .............................................................

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Once again may I express my thanks for the use of your premises. Should you wish to raise matters with me concerning the details I have outlined in this letter, I can be contacted by telephone at the above address during business hours.

Yours faithfully

Returning Officer