



ELECTIONS NZ

Enquiry to use School Premises as a Polling Place

From the Returning Officer Electorate

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..... 1996

Telephone: (0)

The Principal/School Board of Trustees

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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 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 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



ELECTIONS NZ

Enquiry to use Premises other than a Public School as a Polling Place

From the Returning OfficerElectorate

..... 1996

Telephone: (0)

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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



ELECTIONS NZ

**Facilities available at Polling Place
(Public School)**

Returning Officer Electorate

FOR OFFICIAL USE ONLY

Location

Booth No (s)

Disabled Fee

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 SaturdayThe following is the information that you require *tick as appropriate*

1. Are lighting facilities available on the premises? ☐ Yes ☐ No *tick as appropriate*
2. Is the lighting suitable for night time work? ☐ Yes ☐ No
3. Are the following facilities available for use by poll staff
- | | | | |
|-----------------------------|---------------------------|--------------------------|-----------|
| Toilet facilities | <input type="radio"/> Yes | <input type="radio"/> No | |
| Tea making facilities | <input type="radio"/> Yes | <input type="radio"/> No | |
| Hot water facilities | <input type="radio"/> Yes | <input type="radio"/> No | |
| Adult size chairs available | <input type="radio"/> Yes | <input type="radio"/> No | Qty |
| Adult size tables available | <input type="radio"/> Yes | <input type="radio"/> No | Qty |
4. Do the premises have access for persons who are physically disabled such as those in wheel chairs etc? *Give entrance 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? ☐ Yes ☐ No

Public Telephone

Coin or Card operated

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 InvoiceAnd completed ☐ Bank Deposit SlipOr 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 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."



ELECTIONS NZ

Facilities available at Polling Place (other than a Public School)

Returning Officer Electorate

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Polling Place Name

Number and Street Address

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

FOR OFFICIAL USE ONLY

Location

Booth No (s)

Disabled Fee

The following is the information that you require tick us appropriate

- Are lighting facilities available on the premises? ☒ Yes ☐ No *tick as appropriate*
- Is the lighting suitable for night time work? ☒ Yes ☐ No
- Are the following facilities available for use by poll staff

Toilet facilities	<input type="radio"/> Yes	<input type="radio"/> No	
Tea making facilities	<input type="radio"/> Yes	<input type="radio"/> No	
Hot water facility	<input type="radio"/> Yes	<input type="radio"/> No	
Adult size chairs available	<input type="radio"/> Yes	<input type="radio"/> No	Qty
Adult size tables available	<input type="radio"/> Yes	<input type="radio"/> No	Qty
- Do the premises have access for persons who are physically disabled such as those in wheel chairs etc? Give enhance details
☒ Yes ☐ No
- What type of heating operation? (e.g coin/switch/boiler)
 and are any special arrangements required for access and operation?

- 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?
- 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? ☐ Yes ☐ No
 Public Telephone
 Coin or Card operated
- 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
- What charge is required for this facility? **Rental \$**

CST 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



Confirmation of use of Public School premises as a Polling Place

From the Returning Officer f..... 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

"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



Confirmation of use of Premises other than a Public School as a Polling Place

From the Returning Officer Electorate

1996

Telephone: (0)

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