

Dear

Provisional polling station booking - PCC & CCAM - 02 May 2024

I am writing to confirm that I would like to provisionally book

- **Stoke Bardolph Community Room**
Stoke Lane
Stoke Bardolph
Nottinghamshire

as a polling station for the PCC & CCAM on 02 May 2024.

As normal, the hours of poll will be 7 am to 10 pm, but the building will need to be opened 30 minutes before and should be ready for locking approximately 15 minutes after close of poll. We assume that you will arrange to open and lock up the venue, ***unless you tell us otherwise***. Polling day equipment will begin being delivered a week before the election and will be collected as soon as possible after polling day. One of our staff will in touch to arrange delivery. It would be helpful if you could ensure that someone is available to take delivery once your time slot has been arranged. Please see section six of the booking form and confirm which days the venue will be open to allow us to plan a delivery schedule more effectively.

Please look carefully at the attached information sheet. It is very important that we maintain up-to-date contact details, including telephone numbers and email addresses for all our polling stations. If any information is incorrect or missing, please amend it on the form.

When you are happy that all information is correct and up-to-date, please return the form by email to elections@gedling.gov.uk confirming that the premises are available and have been provisionally booked for the election. We are undergoing the final changes of our polling places, districts and stations review so will be able to send confirmations of the use of your polling station by the end of February.

If there are any problems, please let us know immediately.

Thank you for your assistance and support as always.

Yours sincerely,

Ben Hopewell
Democratic Services Officer
Direct Line: 0115 901 3961 / Email: elections@gedling.gov.uk

Provisional polling station booking details
PCC & CCAM - 02 May 2024

1. Address & Telephone Number:

Stoke Bardolph Community Room
Stoke Lane
Stoke Bardolph
Nottinghamshire
NG14 5HS

2. Booking Agent:

Tel:

Tel:

Email address:

3. Key Holder 1:

4. Account Payee:

Tel:

Payee:

Hire Charge: £0.00

5. Key Holder 2:

6. Polling Booth Delivery and Collection:

Please list here dates/times that the venue will be open to receive polling day equipment. If the person taking delivery is different from the booking agent above please provide their name and contact details here:

Tel:

Notes (please add in any other information that may be relevant to the booking, please detail venue opening/closing arrangements):