

APPENDIX 3

EXAMPLE

Contact / PersonResponsible#

Electoral Office Tel: 01527 881421
 Fax: 01527 65216
 Email: democracy@bromsgroveandredditch.gov.uk

#Polling StationVenue#

AGREEMENT

FOR THE PROVISION OF POLLING STATION PREMISES

I/We, the undersigned, hereby undertake

to make the agreed premises (as described below * *and defined in the attached schedule*) available for use as a Polling Station, as and when required for the statutory purposes of facilitating voting in respect of all Elections and Polls/Referenda which apply to the electoral area for which the premises are designated by Redditch Borough Council to serve.

[The (Acting) Returning Officer for his/her part hereby undertakes to provide, so far as circumstances permit, as much advance notice as possible of any required use of the premises, whilst emphasising that some Elections, etc. may sometimes unavoidably occur at very short notice, for example 'By-Elections', etc.]

In such circumstances as detailed above, I/we undertake to make the premises reliably available and cancel any conflicting uses.

These terms will be honoured until such time as I/we give notice of our intention to withdraw from the agreement, or unless affected by some 'force majeure' beyond my/our normal sphere of control. The normal period of notice shall be a minimum of six months, to allow a reasonable period for alternative arrangements to be made.

I/we also undertake to notify any person or body which succeeds me/us in the management or control of the subject premises in order to secure the ongoing availability of the premises.

For the <u>Premises Manager</u> / Contact:	<i>For the <u>Council</u>:</i>
Dated:	<i>Dated:</i>
Signed: (Name in capitals) Title / Representing * For	<i>Signed:</i> (Name in capitals) <i>Title</i> <i>For REDDITCH BOROUGH COUNCIL</i>