

10 July 2019

Dear [Acting Returning Officer]

As you will be aware, we are required to undertake a review of polling districts and polling places this year. Sevenoaks DC intend to complete our review in November, ahead of the publication of the revised Register of Electors on 1 December 2019.

The district council is required to consult with the three Acting Returning Officers for the Parliamentary Constituencies that represent the district. The AROs are also required to comment on the proposals.

Each venue included on the previous schedule of polling places was visited by officers during 2018, with an assessment undertaken in line with Electoral Commission guidance. This included a review of accessibility and core facilities required for use by polling station staff. In addition, each venue was used on 2 May 2019 for the local government elections and/or 23 May 2019 for the European Parliamentary Elections, and a further assessment as to their suitability was carried out at that time.

On the basis of those assessments, we have compiled the attached draft proposals as part of the review for that part of Sevenoaks District that forms part of your parliamentary constituency. Please could you look at the draft proposals for your Constituency and let us have any comments and contributions by 29 July 2019. Similarly, if you are happy with our recommendations, please let us know. These (with additional submission from you if appropriate) will then go out to public consultation from 31 July to 1 October, noting that they include your contributions.

I look forward to hearing from you.

Kind regards

Electoral Services

Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent TN13 1HG

31 July 2019

Dear [title or name of elected representative]

As you will be aware, Sevenoaks District Council is legally required to determine the polling districts (the geographical areas that determine which polling station electors must vote at) and polling places (the venues where the Returning Officer will allocate polling stations at an election). We must keep these under review, and must by law complete a formal review this year.

As an elected representative of residents of part of the Sevenoaks District Council area, you are invited to contribute to our review.

Attached is the consultation document for your attention. This is also available on our website.

The consultation period runs from 31 July 2019 to 1 October 2019. If you wish to comment on the draft proposals, you may either email elections@sevenoaks.gov.uk, or write to us at the address given in the consultation document. Please note that contributions to the review must be made during the consultation in order for us to consider them, and not introduced at a future meeting of the Governance Committee or Council.

If you require any further information, please do not hesitate to contact us.

Kind regards

Electoral Services

Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent TN13 1HG

Correspondence sent to organisations with expertise in relation to access to premises or facilities for persons who have different forms of disability

31 July 2019

Dear colleague

Sevenoaks District Council is legally required to determine the polling districts (the geographical areas that determine which polling station electors must vote at) and polling places (the venues where the Returning Officer will allocate polling stations at an election). We must keep these under review, and must by law complete a formal review this year.

As a local community representative, we would like to invite you to contribute to our review. We need to ensure our polling places are accessible for all electors, as far as that is possible, so would appreciate your input into this review.

Attached is the consultation document for your attention. This is also available on our website.

The consultation period runs from 31 July 2019 to 1 October 2019. If you wish to comment on the draft proposals, you may either email elections@sevenoaks.gov.uk, or write to us at the address given in the consultation document.

If you require any further information, please do not hesitate to contact us.

Kind regards

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