

LETTING COUNCIL MEETING ROOMS IN PRE-ELECTION PERIODS

- 1 The council normally has to avoid the use of council facilities which may generate party political publicity. There is guidance about council publicity available on the intranet, under Councillor/Committee Information.
- 2 However, the council has a duty to make meeting rooms available free of charge to candidates in the lead-up to an election, or to certain participants in a referendum. The list of premises available includes rooms in schools and in other buildings controlled by the council. The current list of premises is at the end of this guide along with the information given to candidates and agents.
- 3 Most of these rules apply at all times, and to every election and referendum. Depending on what the poll is, special rules and considerations apply. This note will be updated and re-issued before every election or referendum.
- 4 The right to use these rooms is expressly allowed for electioneering purposes. It overrides council policy on hall lets and the usual rules which prevent the use of council facilities for uses which might generate political publicity.
- 5 Council lets of premises not on this list can still be allowed during these periods where there is no risk of that sort of prohibited publicity. Those are subject to the council's normal rules and charges.
- 6 Apart from this statutory right, the general rules about the use of council facilities apply, and no-one should be allowed to use council premises where party political publicity might be generated.
- 7 The right only applies during a defined period before the election. This guidance will be updated to show the relevant dates for each election or referendum.
- 8 It only applies in the ward area in which the candidate is standing.
- 9 The right applies to any room, hall, gallery or gymnasium which is normally made available for public lets.
- 10 The designated rooms can be used free of the normal letting charge which would be payable. However, the council is entitled to recover the cost of:-
 - preparing the room for use
 - having someone there to allow the room to be used
 - heating and lighting the room
 - cleaning the room
 - restoring the room to its usual condition after the meeting
 - any damage done to the premises or furniture, fittings or apparatus

- 11 Imposing a letting charge is not permitted. It is a matter for management policy and practice as to whether costs for the other things are recovered.
- 12 Anyone wishing to use such a room must give reasonable notice. They are not entitled to interfere with use for educational purposes, or lets already arranged.
- 13 A request for free use of a meeting room will usually be made by the candidate or the election agent. Sometimes the request will come from someone else. Unless there is any reason to be concerned, the person's written confirmation that they have the necessary authority to make the request should be accepted at face value. There is no need to see written authorisation from the candidate or agent.
- 14 Information about those standing and those acting as agents can be obtained from the council's Election Team (elections@westlothian.gov.uk).

FURTHER INFORMATION AND ADVICE

James Millar, Governance Manager, 01506 281613, james.millar@westlothian.gov.uk

Julie Whitelaw, Head of Corporate Services, 01506 281626, Julie.whitelaw@westlothian.gov.uk

Carol Johnston, Chief Solicitor, 01506 281605, carol.johnston@westlothian.gov.uk

ELECTION MEETING ROOMS

In the lead up to an election, candidates have a right to the use of designated premises for campaigning purposes. Registered campaigners have a similar right in the period before a referendum. These are the meeting rooms made available by West Lothian Council for those purposes.

The right to use them is subject to conditions which vary slightly depending on the election or referendum. The council cannot charge a letting fee, but it can recover heating and cleaning charges and the cost of any damage caused. Pre-existing lets will not be cancelled or over-ridden when a booking request is made.

The period covered is also variable, but is triggered by the date of publication of the formal Notice of Election or Notice of Referendum. It then runs until the day before polling day. This guidance will be updated when required to show the relevant dates.

Booking requests should be made using the contact details provided below. The list is maintained by the council's Governance Manager.

PRIMARY SCHOOLS				
*	Addiewell	Church Street, Addiewell, West Calder, EH55 8PG	01501 762794	wladdiewell-ps@westlothian.org.uk
*	Armadale	Academy Street, Armadale, EH48 3JD	01501 730282	wlarmadale-ps@westlothian.org.uk
	Balbardie	Torphichen Street, Bathgate, EH48 4HL	01506 652155	wlbalbardie-ps@westlothian.org.uk
*	Bankton	Kenilworth Rise, Dedridge, Livingston, EH54 6JL	01506 413001	wlbankton-ps@westlothian.org.uk
*	Bellsquarry	52 Calder Road, Bellsquarry, Livingston, EH54 9AD	01506 410777	wlbellsquarry-ps@westlothian.org.uk
	Blackburn	Riddochhill Road, Blackburn, EH47 7HB	01506 653481	wlblackburn-ps@westlothian.org.uk
*	Blackridge	Main Street, Blackridge, EH48 3RJ	01501 751223	wlblackridge-ps@westlothian.org.uk

PRIMARY SCHOOLS				
	Boghall	Elizabeth Drive, Boghall, Bathgate, EH48 1JB	01506 652609	wlboghall-ps@westlothian.org.uk
*	Bridgend	Auldhill Road, Bridgend, EH49 6NZ	01506 834204	wlbridgend-ps@westlothian.org.uk
>	Broxburn	School Lane, off West Main Street, Broxburn, EH52 5RP	01506 852018	wlbroadburn-ps@westlothian.org.uk
*	Carmondean	Knightsridge Road West, Livingston, EH54 8PX	01506 432492	wlcarmondean-ps@westlothian.org.uk
*	Croftmalloch	Via Raeburn Crescent, Whitburn, EH47 8HQ	01501 740506	wlcroftmalloch-ps@westlothian.org.uk
*	Deans	Deans South, Deans, Livingston, EH54 8DB	01506 411208	wldkans-ps@westlothian.org.uk
*	Dechmont Infant	Main Street, Dechmont, Broxburn, EH52 6LJ	01506 811264	wldchmont-ps@westlothian.org.uk
	Dedridge	Dedridge East, Livingston, EH54 6JQ	01506 412830	wldedridge-ps@westlothian.org.uk
>*	East Calder	9 Langton Road, East Calder, EH53 0BL	01506 880810	wleastcalder-ps@westlothian.org.uk
	Eastertoun	13 Manse Avenue, Armadale, EH48 3HS	01501 730462	wleastertoun-ps@westlothian.org.uk
*	Falla Hill	Harthill Road, Fauldhouse, EH47 9HS	01501 770210	wlfallahill-ps@westlothian.org.uk
*	Greenrigg	Polkemmet Road, Greenrigg, Harthill, ML7 5RF	01501 751334	wlgreenrigg-ps@westlothian.org.uk
	Harrysmuir	Willowbank, Ladywell, Livingston, EH54 6HN	01506 434501	wlharrysmuir-ps@westlothian.org.uk
	Holy Family RC	Glendevon Park, Winchburgh, EH52 6UE	01506 890208	wlfamily-ps@westlothian.org.uk
*	Howden St Andrew's RC	Kingsport Avenue, Howden East, Livingston, EH54 6BA	01506 433114	wlfowdenstandrews-ps@westlothian.org.uk
	Kirkhill	Rashierig, Broxburn, EH52 6AW	01506 853821	wlfkirkhill-ps@westlothian.org.uk
*	Kirknewton	21 Station Road, Kirknewton, EH27 8DD	01506 881461	wlfkirknewton-ps@westlothian.org.uk
	Knightsridge	Davidson Way, Knightsridge, Livingston, EH54 8HG	01506 434012	wlfknightsridge-ps@westlothian.org.uk

PRIMARY SCHOOLS				
*	Letham	Forth Drive, Craigshill, Livingston, EH54 5LZ	01506 432012	wletham-ps@westlothian.org.uk
>*	Linlithgow	Preston Road, Linlithgow, EH49 6HB	01506 842686	wlinlithgow-ps@westlothian.org.uk
*	Linlithgow Bridge	East Mill Road, Linlithgow Bridge, EH49 7PB	01506 671428	wlinlithgowbridge-ps@westlothian.org.uk
>*	Livingston Village	Kirkton North Road, Livingston Village, EH54 7EQ	01506 429620	wllivingstonvillage-ps@westlothian.org.uk
*	Longridge	School Road, Longridge, EH47 8AG	01501 770208	wlongridge-ps@westlothian.org.uk
	Low Port	Blackness Road, Linlithgow, EH49 7HZ	01506 842060	wlowport-ps@westlothian.org.uk
	Meldrum	Westwood Park, Deans, Livingston, EH54 8NW	01506 280990	wmeldrum-ps@westlothian.org.uk
*	Mid Calder	Main Street, Mid Calder, EH53 0RR	01506 882092	wlmidcalder-ps@westlothian.org.uk
*	Murrayfield	Catherine Terrace, Blackburn, EH47 7DX	01506 653400	wlmurrayfield-ps@westlothian.org.uk
	Our Lady of Lourdes RC	Hopefield Road, Blackburn, EH47 7HZ	01506 653103	wlourladyoflourdes-ps@westlothian.org.uk
*	Our Lady's RC	79 Main Street, Stoneyburn, EH47 8BY	01501 762265	wlourladys-ps@westlothian.org.uk
		Stoneyburn Nursery Class	01501 763074	wlourladys-ps@westlothian.org.uk
*	Parkhead	Harburn Road, West Calder, EH55 8AH	01506 871404	wlparkhead-ps@westlothian.org.uk
	Peel	Garden Place, Eliburn East, Livingston, EH54 6RA	01506 414892	wlpeel-ps@westlothian.org.uk
*	Polkemmet	The Avenue, Whitburn, EH47 0BX	01501 740319	wlpolkemmet-ps@westlothian.org.uk
*	Pumpherston and Uphall Station Community	Drumshoreland Road, Pumpherston, EH53 0LF	01506 280995	wlpumpherstonuphallst-ps@westlothian.org.uk

PRIMARY SCHOOLS				
*	Riverside	Maree Walk, Livingston, EH54 5BP	01506 432248	wlriverside-ps@westlothian.org.uk
*	Seafield	Cousland Terrace, Seafield, by Bathgate, EH47 7BL	01506 652916	wlseafield-ps@westlothian.org.uk
*	Simpson	Leyland Road, Wester Inch, Bathgate, EH48 2SG	01506 656371	wlsimpson-ps@westlothian.org.uk
	Springfield	141 Springfield Road, Linlithgow, EH49 7SN	01506 847452	wlspringfield-ps@westlothian.org.uk
*	St Anthony's RC	South Street, Armadale, EH48 3EU	01501 731668	wlstanthonys-ps@westlothian.org.uk
*	St Columba's RC	Philip Avenue, Boghall, Bathgate, EH48 1NQ	01506 653822	wlstcolumbas-ps@westlothian.org.uk
		Nursery Class	01506 650536	wlstcolumbas-ps@westlothian.org.uk
	St John Ogilvie RC	Harburn Avenue, Deans, Livingston, EH54 8NQ	01506 412560	wlstjohnogilvie-ps@westlothian.org.uk
*	St John The Baptist RC	Lanrigg Avenue, Fauldhouse, EH47 9JR	01501 770232	wlstjohnthebaptist-ps@westlothian.org.uk
		Nursery Class	01501 770782	wlstjohnthebaptist-ps@westlothian.org.uk
	St Joseph's RC (Linlithgow)	Preston Road, Linlithgow, EH49 6HB	01506 842578	wlstjosephlin-ps@westlothian.org.uk
*	St Joseph's RC (Whitburn)	Gateside Road, Whitburn, EH47 0NJ	01501 740452	wlstjosephwhit-ps@westlothian.org.uk
	St Mary's RC (Bathgate)	Whitburn Road, Bathgate, EH48 2RD	01506 652511	wlstmarysbath-ps@westlothian.org.uk
		Nursery Class	01506 633106	wlstmarysbath-ps@westlothian.org.uk
	St Mary's RC (Polbeth)	10 Polbeth Road, Polbeth, West Calder, EH55 8SR	01506 871520	wlstmaryspol-ps@westlothian.org.uk
*	St Nicholas RC	West Main Street, Broxburn, EH52 5RH	01506 853509	wlstnicholas-ps@westlothian.org.uk
		Nursery Class	01506 858907	wlstnicholas-ps@westlothian.org.uk
*	St Ninian's RC	Douglas Rise, Dedridge, Livingston, EH54 6JR	01506 414612	wlstninians-ps@westlothian.org.uk

PRIMARY SCHOOLS				
*	St Paul's RC	Main Street, East Calder, EH53 0ES	01506 881665	wlstpauls-ps@westlothian.org.uk
	St Thomas's RC	Church Street, Addiewell, EH55 8PG	01501 762794	wlstthomas-ps@westlothian.org.uk
	Stoneyburn	2 Main Street, Stoneyburn, EH47 8BA	01501 762253	wlstoneburn-ps@westlothian.org.uk
*	Toronto	Howden East, Livingston, EH54 6BN	01506 431461	wltoronto-ps@westlothian.org.uk
	Torphichen	The Loan, Torphichen, EH48 4NF	01506 652246	wltorphichen-ps@westlothian.org.uk
*	Uphall	Crossgreen Drive, Uphall, EH52 6DS	01506 852516	wluphall-ps@westlothian.org.uk
*	Westfield	Lomond View, Westfield, EH48 3DE	01506 634019	wlwestfield-ps@westlothian.org.uk
>	Whitdale	13 Spruce Drive, Whitburn, EH47 8JP	01501 740548	wlwhitdale-ps@westlothian.org.uk
>*	Williamston	Bankton Lane, Murieston, Livingston, EH54 9DQ	01506 415311	wlwilliamston-ps@westlothian.org.uk
*	Winchburgh	Glendevon Park, Winchburgh, EH52 6UE	01506 890202	wlwinchburgh-ps@westlothian.org.uk
*	Windyknowe	Windyknowe Crescent, Bathgate, EH48 2BT	01506 652083	wlwindyknowe-ps@westlothian.org.uk
	Woodmuir	Woodmuir Place, Breich, EH55 8JP	01506 283337	wlwoodmuir-ps@westlothian.org.uk

* Nursery class > Wraparound care centre

SECONDARY SCHOOLS			
Armada Academy	West Main Street, Armadale, EH48 3LY	01506 282145	walarmadale-ac@westlothian.org.uk
Bathgate Academy	Edinburgh Road, Bathgate, EH48 1LF	01506 653725	wlbathgate-ac@westlothian.org.uk

SECONDARY SCHOOLS			
Broxburn Academy	Cardross Road, Broxburn, EH52 6AG	01506 282300	wlbrouxburn-ac@westlothian.org.uk
Deans Community High	Eastwood Park, Livingston, EH54 8PS	01506 282155	wldcans-chs@westlothian.org.uk
Inveralmond Community High	Willowbank, Ladywell, Livingston, EH54 6HN	01506 438093	wlinveralmond-chs@westlothian.org.uk
Linlithgow Academy	Braehead Road, Linlithgow, EH49 6EH	01506 843211	wllinlithgow-ac@westlothian.org.uk
St Kentigern's RC Academy	West Main Street, Blackburn, EH47 7LX	01506 656404	wlstkentigerns-ac@westlothian.org.uk
St Margaret's RC Academy	Howden South Road, Livingston, EH54 6AT	01506 497104	wlstmargarets-ac@westlothian.org.uk
The James Young High	Quentin Rise, Dedridge West, Livingston, EH54 6NE	01506 414244	wljamesyoung-hs@westlothian.org.uk
West Calder High	Limefield Lane, West Calder, EH55 8BF	01506 284950	wwestcalder-hs@westlothian.org.uk
Whitburn Academy	Shanks Road, Whitburn, EH47 0HL	01501 740675	wwhitburn-ac@westlothian.org.uk

COMMUNITY FACILITIES PREMISES			
Addiewell Community Wing	Church Street, Addiewell, EH55 8PG	01501 762796	Joe Smith Tel: 07747 767 570 joseph.smith@westlothian.gov.uk
Armada Partnership Centre	North Street, Armadale, EH48 3QB	01506 282278	Laura Redmond Tel: 07771 505 370 laura.redmond@westlothian.gov.uk
Bathgate Partnership Centre	Bathgate Partnership Centre, South Bridge Street, Bathgate, EH48 1TS	01506 283333	Julie Walker Tel: 07795 497 705 julie.walker@westlothian.gov.uk
Blackburn Partnership Centre	Ashgrove, Blackburn, EH47 7LL	01506 283990/1	Fiona Paul Tel: 07500 835 916 fiona.paul@westlothian.gov.uk

COMMUNITY FACILITIES PREMISES			
Blackridge	See Craig Inn		
Bridgend	Auldhill Road, Bridgend, EH49 6NZ	01506 834536	Julie Witherwick Tel: 07770 704 341 julie.witherwick@westlothian.gov.uk
Carmondean	Fells Rigg, Livingston, EH54 8AX	01506 439568	Sandra McLaughlin Tel: 07771 864 513 sandra.mclaughlin@westlothian.gov.uk
Chalmers Hall	Falkirk Road Linlithgow Bridge EH49 7PW		Julie Witherwick Tel: 07770 704 341 julie.witherwick@westlothian.gov.uk
Craig Inn	Main Street, Blackridge, EH48 3SP	01501 753227	Laura Redmond Tel: 07771 505 370 laura.redmond@westlothian.gov.uk
Crofthead Farm	Templar Rise, Livingston, EH54 8DG	01506 775991	Peter Christie Tel: 07748 930 473 peter.christie@westlothian.gov.uk
Dechmont Memorial Hall	71 Main Street, Dechmont, EH52 6LJ (Contact Uphall Community Centre)	01506 811022	Linda Sayers Tel: 07733 002 690 linda.sayers@westlothian.gov.uk
East Calder Partnership Centre	139 Main Street, East Calder, EH53 0EP	01506 284020	Peter Christie Tel: 07748 930 473 peter.christie@westlothian.gov.uk
East Whitburn	Hen Nest Road, East Whitburn, EH47 8EX	01501 740938	Joe Smith Tel: 07747 767 570 joseph.smith@westlothian.gov.uk
Fauldhouse Partnership Centre	Lanrigg Road, Fauldhouse EH47 9JA	01501 773000	Joe Smith Tel: 07747 767 570 joseph.smith@westlothian.gov.uk
Forestbank	Forestbank, Ladywell, Livingston, EH54 6DX (Contact West Calder CEC)	01506 430035	Sandra McLaughlin Tel: 07771 864 513 sandra.mclaughlin@westlothian.gov.uk
Greenrigg*	Greenrigg PS, Polkemmet Road, Greenrigg, ML7 5RF	01506 751334	wlgreenrigg-ps@westlothian.org.uk

COMMUNITY FACILITIES PREMISES			
Lanthorn	Kenilworth Rise, Dedridge, Livingston, EH54 6JL	01506 777707	Sandra McLaughlin Tel: 07771 864 513 sandra.mclaughlin@westlothian.gov.uk
Livingston Station Centre	7 Main Street, Deans, Livingston , EH54 8BE	01506 411295	Sandra McLaughlin Tel: 07771 864 513 sandra.mclaughlin@westlothian.gov.uk
Longridge	School Road, Longridge, EH47 8AG (Contact Fauldhouse Partnership Centre)	01501 773000	Joe Smith Tel: 07747 767 570 joseph.smith@westlothian.gov.uk
Mid Calder	Institute Hall, 15 Market Street, Mid Calder, EH53 0AL	01506 881246	Peter Christie Tel: 07748 930 473 peter.christie@westlothian.gov.uk
Mosswood	85 Ferguson Way, Knightsridge, Livingston, EH54 8JF	01506 437761	Sandra McLaughlin Tel: 07771 864 513 sandra.mclaughlin@westlothian.gov.uk
Newton	26 Duddingston Crescent, Newton, EH52 6QG	0131 3313290	Julie Witherwick Tel: 07770 704 341 julie.witherwick@westlothian.gov.uk
Newyearfield Farm	Hawkbrae, Ladywell West, Livingston, EH54 6TW	01506 462458	Sandra McLaughlin Tel: 07771 864 513 sandra.mclaughlin@westlothian.gov.uk
Philpstoun	Main Street, Philpstoun, EH49 6RA	01506 834360	Julie Witherwick Tel: 07770 704 341 julie.witherwick@westlothian.gov.uk
Polbeth Community Centre	Polbeth Road, Polbeth, EH55 8SR	01506 871034	Peter Christie Tel: 07748 930 473 peter.christie@westlothian.gov.uk
Riverside*	Maree Walk, Livingston, EH54 5BP	01506 432248	wlriverside-ps@westlothian.org.uk
Seafield	Main Street, Seafield, EH47 7AL	01506 631791	Fiona Paul Tel: 07500 835 916 fiona.paul@westlothian.gov.uk
Springfield*	141 Springfield Rd, Linlithgow, EH49 7SN	01506 847452	wlspringfield-ps@westlothian.org.uk
Stoneyburn	75 Main Street, Stoneyburn, EH47 7BY	01501 762323	Joe Smith Tel: 07747 767 570

COMMUNITY FACILITIES PREMISES			
			joseph.smith@westlothian.gov.uk
Strathbrock Partnership Centre	Comm Education, 189a West Main Street, Broxburn, EH52 5LH	01506 771733	Linda Sayers Tel: 07733 002 690 linda.sayers@westlothian.gov.uk
Torphichen	Bowgett, Torphichen, EH48 4LZ	01506 652383	Julie Walker Tel: 07795 497 705 julie.walker@westlothian.gov.uk
Uphall	Strathbrock Place, Uphall, EH52 6BN	01506 854451	Linda Sayers Tel: 07733 002 690 linda.sayers@westlothian.gov.uk
West Calder	Dickson Street, West Calder, EH55 8EG	01506 871278	Peter Christie Tel: 07748 930 473 peter.christie@westlothian.gov.uk
Whitburn	33 Manse Road, Whitburn, EH47 8EZ	01501 678888	Laura Redmond Tel: 07771 505 370 laura.redmond@westlothian.gov.uk
Winchburgh	Craigton Place, Winchburgh, EH52 6RW	01506 890348	Julie Witherwick Tel: 07770 704 341 julie.witherwick@westlothian.gov.uk

*Administered via Education Services

James Millar, Governance Manager

West Lothian Civic Centre, Howden Road South, Livingston, West Lothian, EH54 6FF

T: 01506 281613

M: 07867 466449

E: james.millar@westlothian.gov.uk