

London Borough of Camden

Application for a Play Street

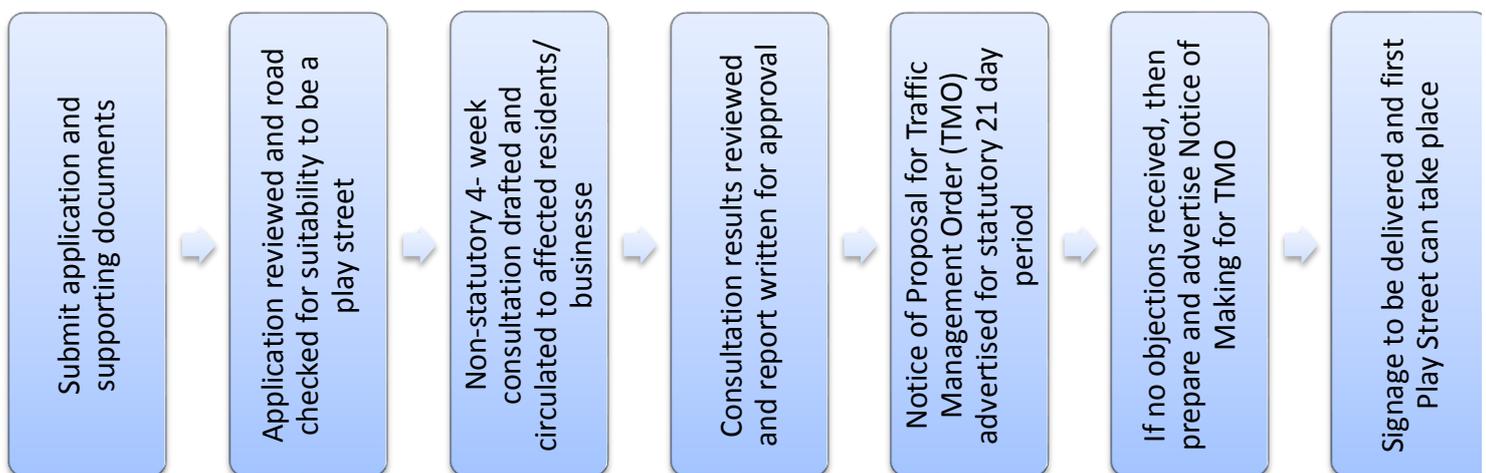
Important – please read carefully

In order to close the street, the Council has to draw up a Traffic Order, which has to be subject to public consultation. This is a legal document which allows the street to be closed. Please use this form if you wish to apply for a Play Street Traffic Order. This Order will permit you to close a road on a regular basis for the purpose of children's play.

Camden Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of the following conditions are not met:

- i) The highway authority accepts no liability for damage to property or personal injury which may occur as a result of the Play Street. In applying for a Play Street you accept full liability and run the Play Street at your own risk. It is not mandatory that you take out Public Liability Insurance for the duration of your road closure(s), however, we would advise that you insure your own property.
- ii) You must pay to the council the full cost of any damage to the highway or street furniture or other loss or damage suffered by it and of any claims made against it as a result of the making of the Order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers.
- iii) Any Traffic Regulation Order (TRO) or other statutory provision which is currently in force on the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order.
- iv) If appropriate you must clean the street in order to return it to its condition prior to the closure. This must be done before the road is reopened.
- v) An Order is made entirely for the purposes of children's play and may not involve the placement of any structure on the highway during its use.
- vi) No activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this Order is in force.
- vii) Vehicular access and egress for residents/businesses must be maintained during any closure period.
- viii) On-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.
- ix) The road(s) may only be closed on the dates and times specified within the Order.

- x) Events must be supervised by an adult. We suggest 1 adult to every 10 children.
 - xi) Any barriers erected during the closures must be removed immediately if required for access for emergency services or other residents.
 - xii) Each road closure point must be marshalled during the play street operational times by at least 2 adults at each point.
2. Camden Council reserves the right to cancel any such order if the closures are not implemented in accordance with these requirements or the activities are not managed in a safe manner.
 3. The Council will not invite anyone to the Play Street, including external representatives and agencies such as the press, unless residents request it or permission from residents has been given.
 4. The Council will inform local safety and events teams in the police, of the Play Street, and who can be contacted in the case of any anti-social behaviour problems on the day.
 5. The process for assessing/consulting on and implementing a play street can take between 3-5 months. This includes officers assessing the site's suitability for a closure, undertaking the statutory Traffic Order consultation (open for 4 weeks), advertising the traffic management order and, based on the results of the consultation, prepare a report to be approved by senior managers who have authority.



If the application is on behalf of more than one applicant, all relevant parties need to sign this application.

I confirm that I have read and agree to the terms and conditions on pages 1 and 2 of this form. All the information that I/we provide below is true and complete and I/we am/are at least 18 years of age. I agree that Camden Council may distribute to third parties and use publicly any of the information provided within these forms. I/we have read the conditions above and agree to accept and adhere to them if this application is successful.

Signed →

Date →

1. Applicant(s)' details

If more than one applicant, please provide the name, address and contact details of all additional applicants on a supplementary page.

Name of applicant or organisation _____

Address _____

_____ Postcode _____

Telephone number _____ Mobile Number _____

Email _____

2. Road closure details

Name of road(s) to be closed

Length of road(s) to be closed (if appropriate): Please use house numbers or junctions to define which portion of the road will be closed.

From _____

To _____

Please provide the times you are proposing for the Play Street. This should be something like the first Sunday of every month between 1-3pm, or the second Saturday of every month, between 2-5pm. Alternatively it can be flexible, for example one Sunday a month for four consecutive hours between the hours of 10am and 6pm. However, we would prefer you to designate a dedicated day and time as the Council needs to be informed well in advance of any variation to ensure there is no conflict with other works or closures. In exceptional circumstances, you can change the date and take this flexible approach e.g. if it falls on Christmas day, then we would need at no less than 4 weeks written notice of the proposed date/time by contacting playstreets@camden.gov.uk.

3. Barriers / signs

Camden Council will provide you with appropriate signs free of charge for the first event together with a map of where to put them. It is the **applicant's responsibility to store these signs** (off the public highway) for any future Play Streets events as any additional and/or replacement signs required will be chargeable to the applicant(s). It is also the applicant's responsibility to erect all signs and position barriers (may be in the form of wheeled bins) at each point of closure according to instructions issued by Council Officers. Each closure must be supervised and maintained at all times by a responsible and clearly identifiable adult. We suggest identifying volunteers from your street when conducting the consultation and gathering neighbour support.

What arrangements have you made for the erection, supervision and storage of signs?

4. Notification to affected properties

The Council requires evidence that all people on the street affected by the closure have been consulted and support the closure. Please use the documents below to consult your neighbours:

- Complete the consultation letter below and send to all people/businesses on the street
- Get people to sign the Street Closure support form – this must be submitted with your application to the Council as evidence of local support

Please return your completed form and signed sheet to:
PlayStreets@camden.gov.uk

If your application is successful you will be sent the Road Closure Notices approximately one week before the date of your first proposed closure.

If you have any queries please contact us at PlayStreets@camden.gov.uk. or on 020 7974 5537. Our office is open 9am to 5pm Monday to Friday.

For office use only

Date received	Signature of approval

Consultation letter**To: Resident**

From:

.....

Address:

My tel. no:

My e-mail: Date:

Dear Sir / Madam,

Re: Setting up a Play Street on (street)

I am writing to inform you that I am in the process of applying to the Council for a Play Street. A Play Street is the regular (weekly or monthly) closure of a road to traffic for a few hours, to allow children to play out safely, and neighbours to meet up. Entirely managed by local volunteers, Play Streets get children active, bring the local community together and are a lot of fun.

In order to legally close the road, the Council has to draw up a Traffic Order. I am applying for a Traffic Order for a closure on the following roads:

.....

This closure Order is subject to Council approval. The closures would only take place at the following periods / times:

.....

The road will be fully closed to through traffic and points of closure will be marshalled. Residents will be allowed full access but are requested to drive at walking speed when within the closure area. It is not necessary to move parked vehicles from the street. Events will be under adult supervision and access will be maintained for emergency services at all times in all parts of the street.

Please direct any comments, queries or objections regarding this proposal to me in the first instance. If I cannot resolve your concern I will refer it to Camden Council's Transport Policy Team (PlayStreets@camden.gov.uk).

Many thanks in advance for your co-operation.

Yours faithfully,

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Street Closure Consultation Form

Please inform all properties (residential and commercial) of the proposed Play Street and gather the names and or addresses of supporters and objectors. Ideally you will need to speak to as many households/businesses on the road/street as possible (as well as any households/businesses who have access via your proposed Play Street). In order to proceed we need at least 50% of all households to respond with signatures, both supporters AND anyone who objects. **Please do not be deterred if you receive objections:** Officers need to report the level of objections for approval purposes and it is better to know this in advance rather than later during the public consultation. Moreover, obtaining more signatures will be more representative of the public consultation. Officers will then assess the level of support, as with all our consultations, before making a recommendation.

	Date	Name	Address	I can volunteer	Sign for support	Reason, if objecting
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Guidance Notes for drivers using a street while a Play Street session is occurring

1. Drivers must wait until children and adults have been cleared from the street by stewards.

2. A steward will inform a driver when they can move off.

3. A steward will escort vehicles in and out - walking in front of the vehicles. They must drive at a walking pace a maximum of 5mph.

4. Vehicles/Drivers must drive with due care and attention at all times, with special consideration that there are children playing in the street.

5. Visitors/delivery drivers have the same obligations. It is your duty as a resident within the street to inform anyone leaving your property of their obligations so that they don't just drive off without first informing a steward and allowing children to be cleared from street etc.

6. Through drivers are not permitted access to the street while a Temporary Play Event session is happening.

Application Form Check List

The following information and documents should be filled in and attached to your application before you submit it to the council.

- Cover page of application signed by all applicants and dated
- Applicant's details filled in and correct
- Details about the road closure filled in
- Info provided about erection, supervision and storage of signage
- Letters of Consultation sent to all affected parties
- Volunteers identified