

**London Borough of Lewisham**

**A guide to Play Street Orders**

**Introduction**

This is a step by step guide to organising a regular Play Street session on your street.

There are a number of details to consider before making a formal application for a street closure.

**1. Seek informal approval from the Council for the Play Street**

Before you invest too much time in developing the proposal, seek initial confirmation from the Council that the road is suitable, in principal, to be temporarily closed for a play street.

Key criteria to be met include the street **not** being on a:

* main road (ie an A/B road),
* a bus route, or
* an emergency services route.

Email activetravel@lewisham.gov.uk to establish whether you road is suitable.

**2. Sell the idea to neighbours**

Speak to as many of your neighbours as possible to gauge their interest and support.

You should ensure that they understand how play streets work and that they have a chance to be involved and share ideas or concerns. It is important residents have an opportunity to register their support or objections. It is a good idea to hold a meeting.

Briefly the main purpose of your meeting should be to:

* Share the idea
* Discuss any questions or concerns
* Assess the level of interest and support
* Agree suitable times and dates – these are most commonly afternoon sessions once a month. You will need to decide both the day of the event and its regularity eg first Sunday of the month between 2pm and 5pm.
* Highlight and consider any potential issues and look for their resolution.
* Recruit volunteers and discuss individual roles.

Volunteers duties include:-

 Named contact as organiser

Assistant organiser - to help and support (and deputise) the Organiser during planning and throughout the event.

Other volunteers – to help and support with advertising and community support.

Traffic marshals – responsible for redirecting traffic at the closure points, guide vehicles with accessibility in to the street.

**3. Complete and submit your formal application**

As part of the application process, evidence is required that shows local residents (neighbours) have been consulted and any residents should be given the opportunity to register their objections. A list of objections should be collated and attached to the application form.

Lewisham Council cannot guarantee that an Order will be approved and made, and any Order made under this application will be revoked if any of the application conditions are not met.

3.1 Deadlines

There are three deadlines for the processing of different types of applications; these are:

1. **School summer play street** **(every July)** – application deadline 1 June 2019
2. **Car free day (every September)** – application deadline 1 August 2019
3. **Regular play streets** (ie weekly/monthly closures throughout the year) – no specific deadline, but please note that the application process tends to take

6 - 8 weeks

3.2 Objections and Concerns

All residents that may be affected by the road closure must be contacted by the organiser in writing, an example letter is attached to the application form. People may have objections or concerns at this point especially if they have not had any previous knowledge of the scheme. If any legitimate concerns are insurmountable then the closure may not be able to go ahead. Even where permission is given the council reserves the right to revoke such permission. Complete the attached form to send with your application.

3.3 Insurance and liability

You are not legally required to have insurance; however Lewisham Council strongly advises that you do take it out. Please read the street party guidelines for further information about insurance. Cover starts from about £50 for £1m public liability cover for groups under 100 people. Please be sure the insurance covers both third party claims against the organisers for injury etc as well as damage to council assets caused during the event.

Here are links to some companies who offer this sort of cover:

[www.street-party-insurance.co.uk/quote](http://www.street-party-insurance.co.uk/quote)

[www.events-insurance.co.uk/pages/street-parties](http://www.events-insurance.co.uk/pages/street-parties)

3.4 Noise Nuisance

Consideration should be given to those living or working nearby and excessive noise should be minimised. The closure area is to be left clean and tidy before the road is reopened.

3.5 Fire Safety

Free fire safety advice may be obtained from the fire service.

3.6 Risk Assessment

A risk assessment should be carried out and a copy attached to the application form.

**4. Organisation and promotion**

4.1 Publicity

Once agreed, organisers should publicise the event by distributing leaflets, posters and/or flyers. The Council recommends keeping publicity within your own street and perhaps a few directly neighbouring streets that may be impacted by the closure due to traffic diverting.

4.2 Notification to affected properties

All residents and businesses in the affected road must be informed in writing by the organiser. Objections must be logged and attached to the final paperwork. It is no longer a requirement to collect names and addresses of those that support the application, however all objections must be logged and responded to. All objections should be attached to the application.

4.3 Barriers & Signs

Please read the regulations for barriers, signage and access in the street party guidelines below. You can hire, buy or make them. [www.streetparty.org.uk](http://www.streetparty.org.uk) offer further advice on this.

To create your barriers we advise you to use red & white non-adhesive hazard tape and regulation Road Closed signs. You can buy hazard tape from any good DIY store or even online from Amazon for a few pounds. You can hire road closed signs from many hire shops or buy ready laminated signs which adhere to the highways regulations from eBay or you can follow the make-your-own instructions at [www.streetparty.org.uk](http://www.streetparty.org.uk)

The Council will be able to provide a limited number of signs, on a first come first served basis.

4.4 Risk Assessment

The need for a written risk assessment is to ensure, as far as practicable, that the event goes according to plan without incident. Clearly it can never be guaranteed that incidents won’t occur but careful planning can reduce the liklihood. Hazards that are present, or can be reasonably expected to arise, will need to be identified. “Hazards” are things with the potential to cause harm and “risk” is how likely it is for something to occur because that particular hazard is present.

Please remember that it is the organiser’s responsibility to carry out a risk assessment and that the Council will not accept responsibility for it. However, there is plenty of useful information on the web regarding this but you could try the link below which provides a good starting point.

<http://www.resourcecentre.org.uk/information/risk-assessments/>

**5. The Event**

5.1 Licensing

No activity requiring any form of licensing (under the licensing act 2003) may be undertaken during a Play Street closure.

5.2 Dates and Times

Closures can be for a maximum of 3 hours, and streets can only be closed during daylight hours and during the dates and times specified within the Order. In the event of conflicting works in the vicinity of the play street the Council reserves the right to refuse any application or suspend the Order for any given time.

Any existing traffic Management Order or other statutory provision on the street(s) to be closed will remain in force during the closures unless specified to the contrary on the play street Order.

5.3 Marshalls

Marshalls have an important job and should be very clear on what their respective roles are, therefore it is imperative that they are briefed before the event begins. All those acting as marshals must wear hi-visibility clothing. Each closure point should be supervised and maintained at all times during the closure by the marshals. Any resident’s vehicle wishing to gain access through the closure must be accompanied by a marshal and restricted to a walked though 5mph speed limit.

Some drivers may occasionally be unhappy, or even aggressive, so it is important that the marshals are capable of dealing with this and that they know how to get help if needed.

5.4 Access Requirements

Access must be provided for residents, businesses, pedestrians, utility companies and emergency vehicles during any closure period. On street parking cannot be refused or restricted during the Play Street event and the layout must be such that a clear route along the road can easily be made available particularly for emergency vehicles. An order is made entirely for the purpose of children’s play and may not involve the placement of any structure on the highway during its hours of operation.

5.5 Closing the Road

Road closure signs must be placed in such a way that the writing on them is clearly visible to approaching drivers. Once in place the marshals should not leave their posts except to let vehicles of residents and visitors in and out. After the road is closed vehicles, except emergency vehicles, are breaking the law if they go through. However, if a driver is a resident, or is visiting a person living on the road, then access must be given.

1. **Clearing Up**

The Council will require that all portable signs, cones and barriers etc are removed and all rubbish cleared up before the road is reopened.

**Declaration**

I confirm that all the information that I provide below is true and complete and that I am at least 18 years of age. I agree that Lewisham Council may distribute to third parties and use publicly any of the information provided within these forms. I have read the conditions above and agree to accept and adhere to them if my application is successful.

Signed ………………………………………….

Name ………………………………………….

Date ………………………………………….

Street/School …………………………...……………..



**London Borough of Lewisham**

**Applications for Play Street Orders**

**1. Applicant(s) details**

Name of applicant(s) or organisation \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Address \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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Telephone No \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ Mobile No \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Email \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

For multiple applicants please supply additional applicants on supplementary page

1. **Road closure details**

Name of road(s) to be closed \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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Length of road(s) to be closed (if appropriate) please use house numbers or junctions to define the length of road to be closed.

From \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

To \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Type of closure being applied for (delete as applicable) School Summer Play Street/ Car Free Day / Regular Play Street

Day/Date of Event (e.g. first Sunday of the month) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Start and end time of event (max 3 hours per session) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Will this event be re-occurring? (Please tick) Yes \_ \_ \_ \_ \_ No \_\_ \_ \_ \_

If yes, how regularly will this event occur (e.g. termly/monthly) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**3. Barriers/signs**

The applicant is responsible for sourcing the required signage for the closure. It is the applicant’s responsibility to store these signs (off the public highway) for any future events as any additional signs required will be chargeable. It is also the applicant’s responsibility to erect all signs and positions barriers (may be in the form of wheeled bins etc) at each point of closure. Each closure must be supervised and maintained at all times by a responsible and clearly identifiable adult.

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

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**4. Notification to affected properties**

It is a requirement that all affected properties must be consulted in writing, a template letter is attached. A copy of the letter you have sent must be included with this form. Please list the properties to whom you have sent a consultation letter and list any objections received opposing the scheme. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close.

Please confirm the date your consultation letter was sent or delivered \_ \_ \_ \_ \_ \_ \_ \_

**Please return your completed forms to:**

activetravel@lewisham.gov.uk

Make sure you have attached

1. Application Form
2. Objection list
3. Risk assessment

**Play Street Co-ordinator**

***Your name, address and contact details***

**DATE**

**To: Residents / Businesses of …….Road, SEXX**

Dear Sir/Madam,

**Re: Play Street Closure Order**

I am writing to inform you that I am in the process of applying for a Traffic Management Order for a Play Street Closure event on the following road(s):-

……………………………………………………………………………………………………………..

……………………………………………………………………………………………………………..

The Closure Order is subject to Council approval. The closures will only take place at the following periods / times:

……………………………………………………………………………………………………………..

The road will be fully closed to through traffic and points of closure will be marshalled by volunteers supporting the play street. Residents will be allowed full access but are expected to drive at walking speed when within the closure area. It is not necessary to move parked vehicles from the street, although this would be preferable and achieved on a voluntary basis. Events will be under adult supervision and access will be maintained for emergency services at all times in all parts of the street.

The play street is being organised to encourage children to enjoy playing outside, to be more active and to allow them to have fun at the times the road is closed.

Please contact me if you have any concerns regarding this proposal. I will respond to any questions and if for any reason I am unsure I will refer your query on to the Active Travel Team (activetravel@lewisham.gov.uk) to ensure you are given the correct information.

I do hope you are supportive of this event which is being run by many boroughs in London to create happier and healthier places for children to play.

Many thanks in advance for your co-operation.

Yours faithfully,

Objection List

Road……………………………………………………..………………

Play street co-ordinator…………………………………………….….

Play street co-ordinator email…………………………………………

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| --- | --- | --- | --- |
| House No | Post Code | Objection details | Resolved by co-ordinator |
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Any objections that cannot be resolved please contact activetravel@lewisham.gov.uk