



# ADUR & WORTHING COUNCILS

## **GUIDANCE ON APPLICATIONS FOR A TEMPORARY PLAY STREET ORDER**

# **Guidance on Applications for a Temporary Play Street Order (TPSO)**

## **Important – please read carefully!**

Please use this guidance if you wish to apply for a Temporary Play Street Order. This Order will permit you to close your road for the purpose of Street Play for up to 12 closures relating to the same highway, or part of the same highway, in any one calendar year.

Adur District Council & Worthing Borough Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of the Council's current Road Closure Conditions are not met.

If you are thinking of holding a Play Street session in your road then please contact the Officer below prior to making an application:

## **1.0. Temporary Play Street Sessions**

A Temporary Play Street is a resident-led, outdoor free street play activity for the purpose of children's play. It is independent from the Councils and requires parent / adult supervision to ensure children's safety. The road is temporarily closed and car access is restricted (but not stopped – residents take turns to 'steward' cars needing access to or from their properties). Suitable 'Play Streets' streets are preferably quiet residential roads or cul-de-sacs and should be closed until no later than sunset.

Temporary Play Streets is an easy and manageable project for residents to do. Playing Out is the Bristol-based organisation who originated this idea and can provide guidance and resources to anyone wanting to do it on their street. To find out more, please visit [www.playingout.net](http://www.playingout.net).

## **2.0. What permissions and licences are needed?**

Typically a TPSO session will involve closing the street on which the session is being held. To do this, you need to submit a TPSO road closure application at least eight weeks before the event is due to take place.

No activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this Order is in force.

An Order is made entirely for the purposes of children's play and may not involve the placement of any structure (e.g. bouncy castles or stalls) on the highway during its use.

### 3.0. Insurance

We are delighted to advise that Adur & Worthing Councils do not require you to take out third party insurance for the purposes of street play. You will, of course, be responsible for the safety of your event and you may wish to take out insurance even though it is not required by the Councils.

In practice Play Streets are usually very low risk events, but we strongly advise that you carry out a risk assessment (See 5.0 Temporary Play Street Order FAQs and checklist): think about minimising risks from traffic, electricity, games, cooking, rain, etc. Agree in advance that everyone should take responsibility for themselves and watch out for each other, especially children - you might say this on your invitation. See also the insurance section of [www.streetparty.co.uk](http://www.streetparty.co.uk) for more information.

### 4.0. Barriers / Signs

The applicants must themselves provide, erect and dismantle barriers and signs which clearly show that the road has been closed. All barriers should be clearly visible to approaching motorists before they enter the road which is closed to avoid the possibility that vehicles will be reversing and turning in confined areas which will be thronged with pedestrians.

Vehicular access at walking speed for emergency services / residents / businesses must be maintained during any closure period and **supervised by a responsible adult**.

Remember that members of the public cannot stop traffic to close a road, wait until there is no traffic approaching and then put out your road closed signs.

Arrangements to borrow the necessary signage can be made through the Councils. Residents should contact Lucy Adams (see page 2)

Residents can also print out Road Closure signs for the purposes of TPSO's which can be accessed via the Streets Alive Website <http://www.streetparty.org.uk/road-closed-signs.aspx>. It is the applicant's responsibility to stick these to barriers (which could be wheelie bins) at each point of closure. Each closure must be supervised and maintained at all times by responsible and clearly identifiable adults.

### 5.0. Temporary Play Street Order FAQs and checklist

#### Q. How do I tell people about the Temporary Play Street session?

A. Inviting people face to face is a must to get people involved. You also need to send a resident consultation letter (See below for template) round– this is needed to show the Council that you have “consulted” everyone prior to applying. TPSO's are for residents of your street and neighbouring streets only and there is no outside “publicity” (that would make it a public event). Remember to include any local businesses in your consultation if they would be affected by your road closure.

**Q. Who organises the Temporary Play Street session?**

A. There should be a lead person from the street who can apply for the road closure order on behalf of the residents. This person should also be the main contact for the Council and the Emergency Services.

**Q. How long should a Temporary Play Street session last?**

A. Temporary Play Street sessions take place on the weekend or after school allowing children the space to play out. No closure may be of more than 3 hours duration and may only be closed during daylight hours. These short sessions should not be confused with longer closures such as Street Parties.

**Q. Do we need insurance cover?**

PLEASE SEE SECTION 3.0. GUIDANCE NOTES

**Q. Do I need a Risk Assessment?**

A. A formal risk assessment is not a legal requirement for a residents' event such as this. However, we would recommend doing a simple risk/benefit exercise, to help think it through and for your own peace of mind. A good example of a Risk Assessment Template can be found on the Playing Out website here <http://playingout.net/instructions-and-helpful-things/print-outs-and-posters/>

**Q. How do I close the road?**

A. After reading this guidance you need to fill out the accompanying Road Closure application form at least eight weeks before the date of your first session.

You also need to provide a plan which details the length of road to be closed. A simple hand drawn map which indicates house numbers that the closure will take place between will suffice.

You must have a road closure order in place to close the road. This will be sent to you a minimum of 2 weeks before the proposed date of your first session. The order will identify the times from when you can close the road and you must follow the instructions on the order regarding displaying the notice correctly.

**Q. Do I need to have marshals?**

A. Although there is no need to employ qualified persons to marshal your event, you must have sufficient stewards position themselves by the road closure signs to answer any questions from vehicle drivers and also to stop non-residents from "gatecrashing" your event. Stewards should wear a suitable reflective tabard. Any

residents with vehicles wishing to gain access to the closed section of the road will be restricted to a walked through 5mph speed limit.

**Q. Do we need to clean up afterwards?**

A. Yes, you will need to clean up after your session. It's your street, so keep your local area clean and tidy. Remember that the clean-up time should be considered when applying for the road closure order so that the clean-up can be safely undertaken while the road is closed. Do not forget to take down all signage after the event.

**6.0. What do I need to do now?**

1. Start by asking a couple of neighbours you know whether they are keen and discuss ideas. Agree a date / dates early on.
2. Invite the whole street to an initial meeting, ideally *in the street* as it is more welcoming, or try different houses to meet. Discuss the chosen dates and gather together everyone's contact details. A couple more meetings might be needed to chat and plan. Someone could take notes of who is doing what and to copy invitations to all houses. Keep meetings informal and share out the activities and jobs – don't let anyone dominate.
3. Decide who is going to be the lead resident and use the Template Consultation letter (below) to notify all affected properties of your plans to hold a Street Play session. Allow residents some time to raise any concerns.
4. Complete the road closure application form for a TPSO. Send it to the address shown on the form, together with all the other documents specified. Make sure that this is done **at least eight weeks before your session**. Application forms can be found here <http://www.adur-worthing.gov.uk/get-up-and-active/activities-and-events/playing-out/>

## Template Consultation Letter to residents

To: Resident

From: .....

My tel. no: .....

Address: .....

.....

.....

.....

My e-mail: .....

Date: .....

Dear Neighbour,

### **Re: Proposed Temporary Play Street Order**

I am hoping to organise a Play Streets event which means applying for Temporary Play Street Order on the following road(s):

.....

.....

This Order would be valid until ..... and, subject to Council approval. The closures would only take place at the following periods / times:

.....

.....

.....

A Temporary Play Street is a resident-led, outdoor free street play activity for the purpose of children's play.

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(s). Parents will be fully responsible for their own children's safety and behaviour.

I understand that you may have some initial concerns so please do contact me in the first instance with any comment, queries or objections regarding this proposal. If I cannot resolve your concern I will refer it to The Council whose contact details are: [Road.Closures@adur-worthing.gov.uk](mailto:Road.Closures@adur-worthing.gov.uk), or Road Closures, General Admin, Customer Services, Worthing Borough Council, Town Hall, Worthing, BN11 1HA.

Please do not hesitate to contact me if you wish to offer support with organising or arrangements on the day.

Many thanks in advance for your co-operation.

Yours faithfully,

.....