

Appendix B:

Play Street Application Form

Before applying for a play street, you must read the points below:

1. Please use this form only if you wish to apply for a play street temporary road closure order. This order will permit you to regularly close a road for the purpose of a children's play street for a 12-month period from the order start date.
2. We must receive your application at least 10 weeks before the date of the first play street event otherwise we may not be able to ensure your application is processed in time.
3. The maximum duration of a single play street can be 3 hours, with a suggested frequency of once a month in any single street.
4. Please make sure you give all the information requested on the form. To prevent delay, you must enclose the following with your application:
 - i) a street plan of your play area
 - ii) a copy of your resident consultation letter (see section 3)
5. Please ensure you have consulted with all residents of the road you would like to close.
6. All appropriate signs and other equipment necessary to implement the closure must be provided. This includes road closed signs at each point of closure. Also, each closure must be looked after at all times by a responsible and clearly identifiable adult. Ensure stewards are on each end of the closed road throughout the event.
7. The council will not accept any liability for the safety of the road closure, which is solely the responsibility of the lead applicant/organiser. Parents/ guardians should supervise their children throughout the duration of the play street. [Playing Out \(www.playingout.net\)](http://www.playingout.net) has lots of useful guidance which you can download for free.
8. Not all roads will be suitable for a play street, bus routes and busy main roads will not be considered.
9. Access must always be maintained for emergency vehicles and residents throughout the play street operational time. The closure does not stop the bin and recycling services getting in if needed and on street parking cannot be refused.
10. Please contact us if you wish to discuss the suitability of your street before starting the process. You can email us at traffic@bcpcouncil.gov.uk – note: to help us, please enter Play Street in the subject box followed by the Street Name.

Please do all that you can to help inform us of your plans as early as possible.

Section 1: About you

Tell us who you are

1. Name of lead applicant/organiser

Title:
Surname:
First name:
Organisation: (if applicable)

2. Contact details

Address Line 1:	
Address Line 2:	
Address Line 3:	
Postcode:	
Daytime Tel:	Evening Tel:
Email:	

3. Contact details of assistant organisers:

We request that you provide the contact details of 2 other individuals from your road who will help take responsibility for the play street. Please provide their contact details below:

1. Name
Address Line 1:
Address Line 2:

Address Line 3:	
Postcode:	
Daytime Tel:	Evening Tel:
Email:	

2. Name	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Postcode:	
Daytime Tel:	Evening Tel:
Email:	

Section 2: About the event

Tell us about your play street

1. Details of the play street and location

Name of the road that you wish to close:	
Start Date:	End Date:
Start Time:	End Time:
If you wish to close only a section of the road, please specify below the section of road	
From:	
To:	
Is the road being used by through traffic or does it provide access to another road: Yes No	
Is the road part of a bus route? *If yes, your application will not be considered: Yes No	
Are you planning any activities for the play street? Please provide details below including details of any equipment to be used.	

2. Frequency of the event

Please share the frequency of your play street, how many times are you planning to organise over the next 12 months (Monthly/Bi-monthly/Quarterly):

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Section 3: Notification to affected properties

It is a requirement that all affected properties are consulted by letter and any objections raised by the resident are resolved by the organisers in the first instance. A template is provided on play streets section of BCP Council's website.

You are advised to undertake an informal consultation with neighbours in advance of your application (see [Play Streets in four simple steps](#) on the website www.playingout.net) for more advice on the process).

A copy of the letter must be included with this form.

Section 4: Risk Insurance

The Council will not be liable for any injury, loss or damage arising from the organisation of an event. Any claims made against the Council regarding damage or injuries caused by play street events will be passed on to the relevant organiser(s). Play street organisers should be aware that there may be circumstances in which they would be held liable for any accidents. The Council encourages everyone involved to be sensible and respectful about other people and their property.

It is strongly recommended that organisers should consider taking out Public Liability Insurance. (with a limit of indemnity of no less than £5million for each occurrence or series of occurrences) from a reputable insurer for the period of the road closures.

Please note,

- BCP Council does not provide public liability insurance
- Play streets are a resident/community led activity, and it is the responsibility of the lead applicant/organiser to complete a risk assessment. The council will not accept responsibility for the risk assessment.
- More information about Play Street risk assessment can be obtained from the [Playing Out FAQs](#). You can also download [Template Risk Benefit Assessment](#). (both on the website www.playingout.net)

	Yes	No
Have you considered the risk of actions arising out of this event? A formal risk assessment is not necessary but as lead applicant/organiser you should consider all the activities being arranged and decide if the risk is acceptable and whether external insurance is required.		
Do you have Public Liability insurance? If yes, please provide the name of the insurance company below		

Section 5: Confirmation

I confirm that all the information I provide below is true and complete and that I am at least 18 years of age. I agree that BCP 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 observe them if my application is successful.

Signed:

Date:

Section 6: What happens next?

Email your application to traffic@bcpcouncil.gov.uk – note: to help us, please enter Play Street in the subject box followed by the Street Name. We will review your application and let you know our decision in writing within 6 weeks of the application submission date.

If your application is approved, you must supply all appropriate signs and other equipment necessary to implement the closure. This includes road-closed signs at each point of closure.

Please note, it is the responsibility of the lead applicant/organiser to ensure stewards are on each end of the road closure throughout the event.