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## Play Streets - Guidance Notes for Applicants

**Please read this guidance should you wish to apply for a Play Street to permit you to close off a road for the purpose of children's play.**

1. All road closures require a statutory Traffic Regulation Order. This involves a prescribed legal process which usually takes 10 to 12 weeks to complete. The Council are also required to advertise the details such as, the street name, timing and frequency. We will process applications four times a year and the deadlines for submission are; the end of January, end of April, end of July and the end of October. The costs for this process will be paid for by the Council.
2. Please make sure you give all the information requested on the form. **To prevent delays you will need to enclose a copy of your resident consultation letter and a list of supporters with your application.** (A copy of a standard resident consultation letter is attached that you can personalise and use.) Only one application per street will be allowed, so it's important that you've spoken to your neighbours and joined up your plans.
3. Please note the following conditions:
  - i) The decision to approve you application will consider the potential impact on the road network. Play streets will only be authorised in residential streets that are not bus routes.
  - ii) No closure may be of more than 3 hours duration.
  - iii) An Order is made entirely for the purposes of children's play and may not involve the placement of any non play equipment on the highway during its use.
  - iv) No activity requiring any form of license (under the Licensing Act 2003) e.g. the sale of goods, may be undertaken.
  - v) Vehicular access and exit for residents or businesses and their visitors must be maintained during any closure period – which means you'd need a rota of stewards for the end of the road ready to safely guide cars through on request
  - vi) On-street parking will not be restricted for residents during the play street event – that is you and your children play around the cars (which means being a bit careful with ball games around parked cars).
  - vii) In the event of an emergency or urgent works for example; a water or gas leaks, the Council reserves the right to suspend the Play Street.
  - viii) The road may only be closed on the dates and times agreed.
  - ix) The organiser is responsible for arrangements for placing cones, notices and signs for the closure. These must comply with the Councils requirements at all times i.e. signs must be placed in a prominent position visible to drivers and the cones must be placed a maximum of 1.5m apart. Equipment must be removed immediately to allow access for the emergency services, residents and businesses. The organiser is responsible for the removal and storage of all equipment at the

end of each Play Street period. Notices have to be placed on either side of the closure or at appropriate alternative locations for the public to view.

- x) Closure points should be permanently manned to ensure the safety of the children playing in the street and also to enable access if required.
  - xi) You must clean the street in order to return it to its condition prior to the closure and this must be done before the road is reopened.
4. The Council will provide the necessary signs, cones and up to six high visibility vests to the organiser along with guidance on their use for the road closure. Equipment may be shared amongst local groups (signs / cones) and it is the organiser's responsibility to collect store and return the equipment (as necessary) and to ensure they are available for use.
  5. The organiser must provide volunteers to act as stewards and they will be responsible for helping to move children out of the way to enable drivers to pass. Stewards must wear the high visibility vests provided by the Council (max 6).
  6. Stewards must ask drivers entering the closure to take all due care and not to exceed 5 mph. They must also escort vehicles in and out of the closure, walking in front of vehicles as they enter and leave the closure.
  7. Through drivers are not permitted access to the street while a Temporary Play Event session is happening, so your stewards can politely turn away cars arriving who just want to use the road as a cut through.
  8. The Council reserves the right to revoke approval if the closures are not implemented in accordance with these requirements or considers that the activities are not managed in a safe manner.
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## Play Street Application Form

### 1. Applicant(s) details

Name of applicant or organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone number \_\_\_\_\_ Mobile number \_\_\_\_\_

Email \_\_\_\_\_

If more than one applicant please provide any names of additional applicants on supplementary pages.

### 2. Road closure details

Name of road to be closed \_\_\_\_\_

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Section of road to be closed (if appropriate): Please use house numbers or junctions to define the section of road to be closed.

From \_\_\_\_\_

To \_\_\_\_\_

Day of Play Street (e.g. Sunday): \_\_\_\_\_

Start and End time of Play Street (max. 3 hours per session): \_\_\_\_\_

Frequency of Play Street e.g. first week of the month? \_\_\_\_\_

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### 3. Barriers / signs

The Council will provide equipment for your Play Street free of charge. The organiser will be required to store or collect the equipment for the Play Street (see guidance notes).

#### 4. Notification to affected properties

It is a requirement that all affected properties must be consulted by form of the attached template letter. A copy of the letter you have sent must be included with this application form. You will need to provide a list of the properties to whom you have sent a consultation letter (all affected properties in the street) This means any property, residential or commercial, which is located on or accessed only by the road you wish to close – e.g. road name numbers 1-99 and numbers 2-98. We will also require a list and the names and addresses of supporters for the scheme.

See templates for: Consultation letter and Play Streets Consultation Comments and addresses of supporters for the scheme.

Properties Consulted

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Date your consultation letter was sent \_\_\_\_\_

Confirm that you have strong support from properties in the affected street. (Provide evidence of this in the form of a list)

Has there been any objection to your proposal? (Please Tick)    Yes\_\_\_\_\_    No\_\_\_\_\_

If so please provide details.

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 Brent 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 → .....

Date → .....

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#### Please return you completed form to:

Traffic Manager  
Transportation Service  
5<sup>th</sup> Floor, Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ  
Tel: 020 8937 5600

If you have any queries please write to the above address or email [network.management@brent.gov.uk](mailto:network.management@brent.gov.uk) our office is open 9am to 5pm Monday to Friday.

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#### For office use only

Date received	Signature of approval

# Play Street – Standard Form Letter For Consulting Your Neighbours

From: .....

Address: .....

My tel. no: .....

My e-mail: ..... Date: .....

**To: Residents / Businesses of (Street Name)**

Dear Neighbour,

**Re: Play Street Application**

I am writing to inform you that I am in the process of applying to the Council for a Play Street to be held in (road name) to allow all the children in the street to safely play outside. ....

I am proposing that the Play Street is held on .....

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If this is agreed, the road will be fully closed to through traffic and points of closure will be marshalled by volunteers. Residents/businesses will be allowed full access but are requested not to use their cars during this period wherever possible. It is not necessary to move parked vehicles from the street and the usual parking and loading restrictions will apply. Events will be under adult supervision and access will be maintained for emergency services at all times in all parts of the street.

You can find further details of how Play Streets work on the Council’s website at [www.brent.gov.uk/playstreets](http://www.brent.gov.uk/playstreets)

If you have any concerns or objections regarding this proposal you should e-mail [network.management@brent.gov.uk](mailto:network.management@brent.gov.uk) for the attention of the Traffic Manager within 21 days from the date of this letter.

If you support this application so our kids can all play outside on these dates, **please let me know** so that I can add your name to the list of supporters that the Council requires before giving us permission.

Many thanks in advance for your co-operation.

Yours faithfully,

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