

# Nottingham City Council

## Guidance on Applications for a Temporary Play Street Order

Version 1.0



Safer, cleaner, ambitious  
**Nottingham**  
A city we're all proud of



**Nottingham**  
City Council



## Document History

Version	Date	Author	Changes
0.1	15 <sup>th</sup> Oct 2014	Richard Farmer	Original Draft
0.2	28 <sup>th</sup> Jan 2016	Richard Farmer	Minor revisions
0.3	3 <sup>rd</sup> Feb 2016	Richard Farmer	Minor revisions
1.0	10 <sup>th</sup> Feb 2016	Richard Farmer	Approved for publication



## Contents

1.0 Purpose of the Document.....	1
2.0 Play Street Events.....	1
3.0 What Permissions are Needed and What Can't I Do? .....	1
4.0 Insurance .....	2
5.0 What Equipment Do I Need to Close The Road? .....	2
6.0 How Do I Go About Organising a Play Street Event? .....	2
Appendix A: Consultation Letter .....	3
Appendix B: Petition to Allow Play Street Closures.....	5
Petition to Allow Play Street Road Closure.....	6
Appendix C: TPSO Application Form .....	7
Play Streets – Temporary Play Street Order (TSPO) Application Form.....	8
Appendix D: Terms and Conditions.....	10
Terms & Conditions .....	11
Appendix E: Example TPSO Order .....	13
Appendix F: Frequently Asked Questions.....	15



## 1.0 Purpose of the Document

This document has been prepared to guide applicants who wish to apply for a Temporary Play Street Order (TPSO). This Order will permit you to close a road for the purpose of children's play up to 12 times a year for a 3 hour period at no more than weekly intervals and for a 12 month period from the Order start date.

Nottingham City 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. Please refer to Appendix D: Terms and Conditions.

If you are thinking of holding a **Play Street** session in your road then please contact the Highway Network Management team on 0115 8765238 prior to making an application.

## 2.0 Play Street Events

A Play Street event is a resident-led, outdoor street play activity for the purpose of children's play. The event is a non-council event, and requires parent / adult supervision to ensure children's safety. The street is temporarily closed to through traffic (except emergency vehicles) and vehicle access is restricted but not stopped as residents take turns to 'marshal' cars needing access to or from their properties.

The TPSO does not introduce a parking restriction, meaning residents will still be allowed to park their cars on the road if they so wish.

Suitable 'Play Streets' are streets covered by an existing 20mph speed limit and should be closed until no later than sunset.

**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 hold a play street event on their street. To find out more, please visit [www.playingout.net](http://www.playingout.net).

## 3.0 What Permissions are Needed and What Can't I Do?

Typically a play street event will involve closing the street on which the event is being held. To do this, you need to have a legal right to close that road and by applying for a TPSO, that right can be put in place.

The TPSO application must be submitted to the council at least 6 weeks before the event is 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.

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



#### **4.0 Insurance**

Nottingham City Council do not require you to take out public liability 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 Council.

In practice Play Streets are usually very low risk events, but we strongly advise that you carry out a risk assessment (please see Appendix F: Frequently Asked Questions).

See also the insurance section of [www.streetparty.org.uk](http://www.streetparty.org.uk) for more information.

#### **5.0 What Equipment Do I Need to Close The Road?**

The organisers of the event 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.

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.

Residents can also print out Road Closure signs for the purposes of TPSO's which can be accessed via the Streets Alive Website [www.streetparty.org.uk/road-closed-signs.aspx](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.

#### **6.0 How Do I Go About Organising a Play Street Event?**

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 (see Appendix A: Consultation Letter) to notify all affected properties of your plans to hold a Play Street event. Allow residents some time to raise any concerns.
4. Complete the Temporary Play Street Order (TPSO) application form as this acts as your formal request to close the road (Appendix C: TPSO Application Form). Send it to the address shown on the form, together with all the other documents specified. Make sure that this is done at least six weeks before your event. Application forms can be found here [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk).
5. There is also a comprehensive website for residents to use, [www.playingout.net](http://www.playingout.net) which provides information and helpful tips around planning, consulting etc. and provides additional templates for leaflets for neighbours, posters etc.



## Appendix A: Consultation Letter

To: **Resident** ..... From: .....

My Tel No: ..... Address: .....

My Email: .....

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 specific dates / times:

.....  
.....  
.....  
.....

A Play Street Event 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, although you may wish to do so. 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:

Highway Network Management,  
Nottingham City Council,  
Development and Growth, Planning Division,  
Traffic & Safety,  
4th Floor, Loxley House,  
Station Street, Nottingham,  
NG2 3NG  
Email: [highway.events@nottinghamcity.gov.uk](mailto:highway.events@nottinghamcity.gov.uk),

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,

## Appendix B: Petition to Allow Play Street Closures



## Appendix C: TPSO Application Form



**Play Streets – Temporary Play Street Order (TSPO) Application Form**

1. Applicant Details	
Name of person (and organisation if applicable):	
Contact address:	
Postcode:	
Telephone number (daytime)	
Telephone number (evening)	
Email:	
2. Road Closure Details	
Name of road(s) to be closed:	
Length of road to be closed (use house no's or street lighting reference no's as reference points):	From:
	To:
Please supply a plan showing the exact extent of the closure.	
Please specify the dates <b>and times</b> that you propose to close the road(s) making it clear if this is to be a regular event. If you do not state specific dates we will not be able to process your application.	



**3. Barriers / Diversion Signs**

You must provide and erect all appropriate signs and barriers necessary to effect the closure. This includes a 'Road Closed' sign and barrier at each point of closure, and any appropriate diversion signs for the alternative route, details of which will be supplied on the Legal Order. Also, each closure must be supervised and maintained at all times by a responsible and clearly identifiable adult.

Please don't hesitate to contact us if you would like clarification of signing requirements.

<p>What arrangements have you made for the erection and supervision of barriers and signs?</p>	
--	--

**4. Notification to affected properties**

It is a requirement that all affected properties be consulted. Appendix A contains a useful template consultation letter. A copy of the consultation material you have sent must be included with this form. Please list the properties to whom you have consulted. This means any property (residential or commercial), which is located on or accessed only by the road(s) you wish to close – e.g. High Street numbers 1-99 and numbers 2-98

<p>Please confirm the date your consultation letter was sent:</p>	
---	--

<p>Are there any unresolved objections to your proposal?</p>	
--	--

Please contact us on the number below if you need assistance in resolving a concern or objection.

**5. Please return your completed form to:**

Highway Network Management.  
Nottingham City Council  
Development and Growth  
Planning Division  
Traffic & Safety  
4th Floor, Loxley House,  
Station Street, Nottingham,  
NG2 3NG

or by email to [highway.events@nottinghamcity.gov.uk](mailto:highway.events@nottinghamcity.gov.uk)

If your application is successful you will be sent the Road Closure Notices approximately 1 week before the date of your first proposed closure.

I confirm that all the information I provide as part of this application is true and complete and that I am at least 18 years of age. I agree that Nottingham City Council may distribute to third parties and use publicly any of the information provided as part of this application for the purposes of the authority's statutory duties regarding co-ordination of activities on the highway network. I have read the conditions below and agree to accept and observe them if my application is successful.

Signed: .....

Date: .....

## Appendix D: Terms and Conditions

## Terms & Conditions

1. Please use this form only if you wish to apply for a temporary Play Street road closure Order. This Order will permit you to close a road for the purpose of children's play for a 3 hour period at no more than weekly intervals and for a 12 month period from the Order start date.
2. We must receive your application at least 6 weeks before the date of the first event otherwise we will not be able to process it. Please send your application to the address or email address provided in section 5 of the application form.
3. 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 event (see section 2 of the application form);
  - ii) a copy of your resident consultation letter (see section 4 of the application form).
4. Nottingham City Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of these conditions are not met:
  - i) responsibility for the event lies with the residents/organiser(s) and so you must pay to the council the full costs 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. Please see section **4.0 Insurance** of the guidance document.
  - ii) you must provide, erect and supervise all barriers and signs necessary to effect the closure including those signing the alternative route, details of which will be supplied on the Legal Order.
  - 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) Nottingham City Council makes no warranty as to the suitability of the road for your event nor endorses the event itself.
  - v) you must ensure access by emergency services at all times during the closure period as well as vehicular access and egress for residents/businesses.
  - vi) on-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.
  - vii) The Council does not undertake to clear the road of parked vehicles or obstructions prior to the closure taking effect and so you must make arrangements with the owners of affected parked vehicles for the moving of an adequate number of vehicles to enable the event to proceed.
  - viii) 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.
  - ix) the road(s) may only be closed on the dates and times specified within the Order.
  - x) no closure shall be of more than 3 hours duration.
  - xi) 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.



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

xiii) events must be under adult supervision.

5. The TSPO does not prevent road works or utility works from being undertaken. Where works are proposed that directly conflicts with the play street event itself, or affects a diversion route required to facilitate the play street event, the play street event may have to be suspended for the duration of the works. The highway authority will notify the organiser where any suspension is required.

## Appendix E: Example TPSO Order

**NOTTINGHAM CITY COUNCIL (XXXXXX, NOTTINGHAM) TEMPORARY PLAY STREET ORDER (TPSOXXXX)**

**NOTICE IS HEREBY GIVEN** that Nottingham City Council (in exercise of its powers under Section 21 of the Town Police Clauses Act 1847), hereby directs, by reason of children's play event within the length or lengths of highway referred to in this Order, that:-

- (1) Vehicles are prohibited from proceeding in the following length of road in the City of Nottingham:-

**XXXX Street** (both directions) – Description

- (2) Nothing in Paragraph 1 of this Order shall apply so as to make it unlawful for any vehicle to proceed in the length of road specified in the said Paragraph for the purposes of access to or egress from premises, provided that the said access or egress may only be gained by proceeding over the length of road specified in the said Paragraph, provided that the event taking place would not be inconveniently interrupted.
- (3) Nothing in Paragraph 1 of this Order shall apply to any vehicle which is being used for Police, Fire Brigade or Ambulance purposes.
- (4) No prohibition, restriction or prescription contained in this Order shall apply to any person acting in accordance with any permission or direction given by a Police Constable in uniform.
- (5) For so long as, and to the extent that, traffic signs (authorised under the Traffic Signs Regulations and General Directions 2002) indicating the effect of the provision contained in Paragraph 1 of this Order is placed, that provision shall be enforced.

**AND NOTICE IS HEREBY FURTHER GIVEN** that during the period of restriction the alternative route available will be **xxxxx**

The prohibition is required to enable children's play.

The provisions of this Order may be effective from xxth Month 20xx for 12 months.

**IT IS INTENDED** that the road will be closed for the children's play event to take place as follows:-

- From 11:00 hours until 14:00 hours on Saturday 7<sup>th</sup> March 20xx.
- From 11:00 hours until 14:00 hours on Saturday 14<sup>th</sup> March 20xx.
- From 11:00 hours until 14:00 hours on Saturday 21<sup>st</sup> March 20xx.
- From 11:00 hours until 14:00 hours on Saturday 28<sup>th</sup> March 20xx.
- From 11:00 hours until 14:00 hours on Saturday 4<sup>th</sup> April 20xx.
- From 11:00 hours until 14:00 hours on Saturday 11<sup>th</sup> April 20xx.
- From 11:00 hours until 14:00 hours on Saturday 18<sup>th</sup> April 20xx.
- From 11:00 hours until 14:00 hours on Saturday 25<sup>th</sup> April 20xx.

**THIS NOTICE IS DATED THIS xx<sup>th</sup> DAY OF MONTH 2014.**

Director of Development and Growth, Nottingham City Council, Traffic Management, Loxley House, Station Street, Nottingham NG2 3NG

[TPSO XXXX]

## Appendix F: Frequently Asked Questions

Q1. Is there a cost to apply for a Temporary Play Street Order?

No, we do not charge a fee for temporary play street orders.

Q2. How do I tell people about the Temporary Play Street session?

Inviting people face to face is a must to get people involved. You also need to send a resident consultation letter (Appendix A: Consultation Letter) to affected neighbours – 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.

Q3. Who organises the Temporary Play Street session?

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. If the lead resident becomes unavailable for a session but there is a suitable neighbour that is willing to take on the role, then please contact [highway.events@nottinghamcity.gov.uk](mailto:highway.events@nottinghamcity.gov.uk) to notify the Council of their details.

Q4. How long should a Temporary Play Street session last?

Temporary Play Street sessions take place on the weekend, after school or during school holidays 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.

Q5. Do we need insurance cover?

Please see section **4.0 Insurance** of the Guidance on Applications for a Temporary Play Street Order document.

Q6. Do I need a Risk Assessment?

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 you to think the event 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 [www.playingout.net/useful-stuff](http://www.playingout.net/useful-stuff).

Q7. How do I close the road?

After reading this guidance you need to fill out and submit the accompanying Play Streets – Temporary Play Street Order (TSPO) Application Form. We must receive the application at least 6 weeks before the date of the first event otherwise we will not be able to process it. Please send your application to the address or email address provided in section 5 of the application form.

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 (the TPSO). This will be sent to you 1 - 2 weeks before the proposed date of your first session. The order will identify the times from when you can close the road. The order must be clearly visible on the street at each point of closure during the times of the event. This can be achieved, for example, by tying the notice to a street lighting column using string (please do not use sticky tape).



Q8. Where can I get Road Closed signs?

Arrangements can be made for the hire of signs and barriers etc. from the councils Highway Maintenance team. Organisers should contact Kevin Charnley on 0115 8761343 or at [kevin.chnarley@nottinghamcity.gov.uk](mailto:kevin.chnarley@nottinghamcity.gov.uk) to make arrangements. You are also free to hire / buy signs from alternative providers.

Q9. Do I need to have marshals?

Although there is no need to employ qualified persons to marshal your event, you must have sufficient marshals 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 must be restricted to walking speed when entering the road closure.

Q10. Do we need to clean up afterwards?

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.

