

# Play Streets Application Pack

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Your completed application will need to include:

- A signed copy of the terms and conditions for Play Street application
- Full details of the applicants, street to be closed, dates requested, etc.
- A copy of the sample letter sent to all affected properties -residential and commercial
- Completed Play Streets agreement form - showing 2/3 of affected residents support the closure

## Terms and conditions for Play Streets application

Please use this form if you wish to apply for a Play Street Traffic Regulation Order. This Order will permit you to close a road for the purpose of children's play.

1. Please make sure you give all information requested on the form. **To prevent delays please enclose a copy of your resident consultation letter and a list of supporters with your application.** Please note more than one applicant can apply - all must sign the application form in the appropriate places. You should show you have the support of 2/3 of the affected residents.
2. We cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of the following conditions are not met:
  - You must pay to the council the full cost 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. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure(s).
  - 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.
  - 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.
  - No closure may be of more than 3 hours duration.
  - 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.
  - No activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this Order is in force.
  - Vehicular access and egress for residents/businesses must be maintained during any closure period.
  - On-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.

- The road(s) may only be closed on the dates and times specified within the Order.
  - Events must be supervised by an adult.
  - Any barriers erected during the closures must be removed immediately if required for access for emergency services or other residents.
3. We reserve the right to cancel any such order if the closures are not implemented in accordance with these requirements or the activities are not managed in a safe manner.

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 Reading Borough 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: .....



### 3. Barriers / signs

You will need to provide appropriate signs and barriers for event. Each closure must be supervised and controlled at all times by at least one responsible and clearly identifiable adult.

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

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### 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 form.

Please list the properties to whom you have sent a consultation letter and list the names and addresses of supporters for the scheme. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close - eg High Street numbers 1-99 and numbers 2-98

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

Can you 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.

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Please return you completed form to:

Play Streets  
Reading Borough Council  
Civic Offices  
Bridge Street  
Reading  
RG1 2LU

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

If you have any queries please write to the above address or phone 0118 937 3948.

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## Guidance for drivers during Play Streets session

1. Drivers must wait until children and adults have been cleared from the street by marshals.
2. A marshal will inform a driver when they can move off.
3. A marshal will escort vehicles in and out - walking in front of the vehicles. They must drive at a walking pace a maximum of 5mph.
4. Vehicles/Drivers must drive with due care and attention at all times, with special consideration that there are children playing in the street.
5. Visitors/delivery drivers have the same obligations. It is your duty as a resident within the street to inform anyone leaving your property of their obligations so that they don't just drive off without first informing a marshal and allowing children to be cleared from street etc.
6. Through drivers are not permitted access to the street while a Temporary Play Event session is happening.

