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| **I:\Design\005 Users\pkc\new NCC LOGO Black.jpg**  **Play Streets Application Form** |
| Please use this form only if you wish to apply for a Play Street Traffic Management Order under the Road Traffic Regulation Act 1984, Section 29. This Order will permit you to close a road for the purpose of children’s play for a maximum of three hours a week, at a minimum of weekly intervals. If you are not sure that these are the correct forms for your event or have any queries please contact Newcastle City Council’s Traffic Management Team on 0191 2787878 or via e-mail at Playstreets@newcastle.gov.uk. |

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| **Part 1. Event and Applicant details** | |
| **Play Street Details** | |
| **Street name**  *Where Play Street will be held* |  |
| **Location details**  *For example property number, nearest junction, road name(s) etc****. Please attach separate plan*** |  |
| **Date(s) and Event occurrence**  *Please specify the dates and times that you propose to close the road and the weekly/fortnightly/monthly occurrence of the closure.* |  |
| **Details of public insurance – Not compulsory but recommended** |  |
| **Details of play event** |  |
| **Event Organiser Details** | |
| **Name of Organiser –**  *(and Organisation, if any)* |  |
| **Contact address** |  |
| **Post code** |  |
| **Email address** |  |
| **Contact telephone number(s)** |  |
| **Part 2. Public Consultation Requirements** | |
| The applicant must seek agreement with all affected residents by delivering a consultation letter to each property (A base letter and survey is attached for your use) | |
| **Consultation Area**  *Please list the properties to whom you have sent a consultation letter. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. (road name) numbers 1-99 and numbers 2-98* |  |
| **Consultation Document Attached**  *A copy of the letter you have sent must be included with this form* | YES / NO |
| **Date of consultation**  *Please confirm the date your consultation letter was sent. Please do not send your application within 14 days of this date to ensure residents have enough time to respond* |  |
| **Results**  *Has there been any objection to your proposal?* | YES / NO |
| **All objections must be sent to Newcastle City Council for their consideration.** Please email Playstreets@newcastle.gov.uk if you need assistance in resolving any concerns.  Please return the application form to **Newcastle City Council, Traffic Management, 7th Floor Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8PD**with the following items:   * Section 1 Applicant Details * Section 3 Consultation Information * Copy of consultation letter, which has been distributed to residents/businesses of the streets(s) * Completed Resident Survey Form * Copy of all objections received within the 14 days | |
| ***Declaration: I hereby certify that all the information I have given in this application is correct and I undertake to conform to the conditions and requirements in Part 3 of this document.*** | |
| **Signed (on behalf of Event Organiser(s)/organisation stated in Part 1):** | **Date:** |

**Part 3. Conditions**

**Newcastle City Council cannot guarantee that a Street Playground Order will be made, and any such Order made under this application may be revoked or suspended if any of these conditions are not met:**

(For the purposes of these conditions “the Organiser” shall mean any applicant(s)/organisation stated in Part 1 of this application.)

**Dates/Times/Occurrence**

* After the application is received by the Council, the approval of the Order will be subject to a statutory legal process in which a 21-day period must elapse before the Council can consider making the Order. Therefore, the application for the road closure should be made at least 8 weeks in advance of your first event date.
* The street should preferably be a cul-de-sac/quiet residential road and be closed until no later than sunset. Closures must be of no more than 3 hours duration. The street(s) may only be closed on the dates and times specified within the Order. Main roads, bus routes, bus diversion routes, and emergency vehicle routes cannot be closed for Play Streets.
* In the event of conflicting road works in the vicinity of the Play Street the Council reserves the right to refuse the application or suspend the Order for any given time.
* Any existing Traffic Management Order or other statutory provision on the street(s) to be closed will remain in force during the closure unless specified to the contrary on the Play Street Order.
* The organiser must notify the Council when any road closure is not being executed as specified.
* The organiser must notify the Council if the Play Street scheme is being discontinued so that the Order can be revoked.

**Licensing**

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

**Public consultation**

* The organiser must seek agreement with all affected residents by delivering a consultation letter to each property of every householder in the closed section of road.
* Any objections to the Order must be sent to the Traffic Management team for their consideration before making the Order. Please see Part 2 of the application for further details of the consultation requirements.
* The event is designed for the residents of the street and the organiser should not publicise the event to attract non-residents.

**Supervision**

* Each closure must be supervised and maintained at all times by responsible and clearly identifiable adults wearing hi-visibility jackets, each point of closure must be marshalled throughout the period of the event.
* Any vehicles wishing to gain access to the closed section of road will be restricted to a 5mph speed limit and there should be sufficient Marshals to escort vehicles through the closed road if necessary whilst maintaining a Marshal on each closure point at all times the road is closed.

**Traffic signs and barriers**

* The Council will provide all appropriate temporary signing (cones and signs) which should be erected by the organisers at the beginning of each closure and set out as agreed with the Council.
* In advance of the first event the Council will provide organisers with guidance regarding the positioning of the required cones and signs.
* At the end of October, the organisers will be required to return all temporary signing to the Council. The organiser will be charged for the replacement of any damaged or missing signing.

**Access requirements**

* Access must be provided for residents / businesses / pedestrians and emergency vehicles during any closure period. On-street parking cannot be refused or restricted during the Play Street event.
* The layout should be such that a clear route along the road could readily be made available for the passage of emergency vehicles.
* Fire hydrants and hydrant marker posts should be kept clear of obstruction.
* An Order is made entirely for the purpose of Children’s play and may not involve the placement of any structure on the highway during it’s time of operation.

**Insurance/Indemnity/Risk**

* It is not compulsory to obtain Public Liability insurance, but it is something we advise organisers to consider. The attached Guidance references sources of information where further advice about Public Liability can be obtained. The Council can also discuss this with you.
* The Organiser is strongly advised to carry out a risk assessment in advance of all Play Street events. Supporting information relating to this can be found in the Play Streets Guidance.
* The Organiser undertakes to compensate the Council for any damage to the highway or street furniture or other loss or damage suffered by it arising out of the road closures. The closure area is to be left in a clean and tidy condition before the road is reopened.
* The Organiser shall have no claim whatsoever upon the Council who will not be liable for any occurrences arising during the period of the road closure. Accordingly, the Organiser agrees to indemnify the Council against all claims, demands, proceedings, actions, damages, costs, expenses and any other liabilities in respect of, or arising out of the road closure and any other loss which is caused directly or indirectly by any act, omission or negligence of the Organiser (or the Organisers organisation) the act, omission or negligence of the organisation’s members or officers. This does not apply to the extent that such loss or damage arises out of the act, default, or negligence of the Council, its employees, or agents not being the applicant or the Organiser’s organisations members, or officers or persons engaged by the Organiser or the organisation.

**Play Street Consultation**

Dear Sir/Madam,

**Re: Proposed Play Street Closure**

I am writing to inform you that I am in the process of applying for a Play Street Closure on the following road:

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This closure is subject to Council approval, and would only take place at the following times/days (e.g. Sundays 3-6pm):

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).

Please direct any comments, queries, concerns or objections about this proposal in writing/email to me in the first instance as soon as possible and no later than 14 days after the date of this letter.

You can also send any objection to Newcastle City Council’s Traffic Management team via e-mail at Playstreets@newcastle.gov.uk.

Many thanks in advance for your co-operation.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Road: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organisers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**