**Play Streets - street closure application**

**Royal Borough of Greenwich**

(Road Traffic Regulation Act 1984 Section 29)

**Important – please read carefully**

1. Use this form to apply for a Play Street Traffic Regulation Order (TRO). This will permit you to close a street for the purpose of children’s play.
2. Make sure you have read the ‘Play Streets guide and conditions’ before completing this application.
3. We must advertise details of the events, including street name and section of the street, timing, and frequency. We aim to batch applications from different streets together throughout the year to reduce the cost. This means there may be a small delay before your application is processed. We would ask applicants to keep changes to a minimum as every change requires another advert. Please check the Royal Borough of Greenwich website for current information and guidance documents. [Play Streets | Royal Borough of Greenwich (royalgreenwich.gov.uk)](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.royalgreenwich.gov.uk%2Finfo%2F200258%2Fparking_transport_and_streets%2F2179%2Fplay_streets&data=05%7C01%7CChristina.Milette%40royalgreenwich.gov.uk%7C7e7ddfeffe144cfa4e8308db3686eded%7Ce632f2633f464111aa5cd54126f95105%7C1%7C0%7C638163725355862912%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=UFZOYl3a4%2FUDpiXXdomYDdTJlfbKyet5CDYGFNpJ3rI%3D&reserved=0) [Live Well Greenwich - Greenwich Play Streets](https://livewellgreenwich.org.uk/livingwell/playstreets/)
4. Make sure you provide all information requested on the form. If there are multiple applicants, all must sign the application form in the appropriate places. To prevent delays please enclose details of how you got your neighbour’s support with your application.
5. We recommend that Play Street organisers take out public liability insurance.
6. We cannot guarantee that an Order will be made, and any Orders made under this application will be revoked if any of the following conditions are not met:
	1. You must pay the cost of any damage to the highway or street furniture, or other loss or damage suffered by it and 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 recommend that you take out Public Liability Insurance for the duration of your road closure(s).
	2. Any Traffic Regulation Order (TRO) or other statutory provision which is currently in force on the street(s) to be closed will remain in force during the closure unless specified to the contrary on the Order.
	3. If appropriate, you must clean the street to return it to its condition before the closure. This must be done before the road is reopened.
	4. No closure may be of more than 5 hours duration.
	5. 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.
	6. No activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this order is in force.
	7. Vehicular access and egress for residents and businesses must be maintained during any closure period.
	8. On-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.
	9. The street(s) may only be closed on the dates and times specified within the Order.
	10. All events must have a risk assessment and be supervised by an adult.
	11. All Play Street stewards must review the safety video and follow all safety advice.
	12. Any barriers erected during the closure must be removed immediately if required for access for emergency vehicles or other residents.
7. 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 The Royal Borough of Greenwich may distribute to third parties and use publicly any other information provided within these forms. I have read the conditions above and agree to accept and adhere to them on behalf of my street/my organisation if my application is successful.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Applicant(s)’ details**

Name of applicant(s) or organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Street closure details (Streets can only be closed during hours of daylight)**

Name of street(s) to be closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of streets(s) to be closed (if appropriate): Please use house numbers or junction to define the length of street to be closed.

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of first event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start and end time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How regularly will this event occur? For example, the first Sunday of every month, weekly

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

**3. Barriers and signs**

We will provide appropriate signage, temporary road closure signs and hi-visibility vests for stewards to use on the day of the closures.

**4. Notification to affected properties**

You must consult with all affected properties. You could use the template letter to get your neighbour’s support, or things like WhatsApp or a Facebook group. You must tell us how you got your neighbour’s support and include any dates of engagement.

List the addresses of your neighbours who support the Play Street. This means any property, residential or commercial, which is located on or accessed only by the street(s) you wish to close, for example, High Street numbers 1-99 and numbers 2-98.

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Can you confirm that you have strong support from properties in the affected street? (provide evidence of this).

Has there been any objection to your proposal? (please tick) Yes\_\_\_\_\_ No\_\_\_\_\_

If so, please provide details:

**Declaration**

I confirm that I am at least 18 years of age and have read the guidance notes and all the conditions therein and agree to accept and adhere to them if my application is successful. All the information I have provided is true and complete. I agree that Royal Borough of Greenwich may distribute to third parties and use publicly any of the information provided within these forms.

Signed: …………………………………………. Date: ………………………………………….

**Please return your completed form to:**

Playstreets-group@royalgreenwich.gov.uk

**If your application is successful, you will be notified by email.**

If you have any queries, please write to the above email. Our office is open Monday to Friday 9am to 5pm.

**There may be community projects taking place in your local area. Public Health neighbourhood teams meet regularly and have WhatsApp groups to stay connected. If you would you like to be involved and are happy for us to share your details with community leads, please tick the box.**

**For office use only**

|  |  |
| --- | --- |
| Date received | Signature of approval |

**Guidance notes for drivers during a Play Street**

* Drivers must wait until children and adults have been cleared from the street by stewards.
* A steward will inform a driver when they can move off.
* A steward will escort vehicles in and out by walking in front of vehicles. They must drive at a walking pace a maximum of 5mph.
* Drivers must always drive with due care and attention, with special consideration that there are children playing in the street.
* Visitors and 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 do not drive off without first informing a steward and allowing children to be cleared from the street.
* Through drivers are not permitted access to the street during a Play Street.

**DATA PROTECTION STATEMENT**

Personal Information

The information which you supply to us will be used to complete your application to create a Play Street. Your information is gathered in accordance with relevant (General Data Protection Regulation (GDPR) (EU) 2016/679) legislation.

 The categories of the information that we collect, process, hold and share include:

* personal information (such as name and address)
* characteristics (such as ethnicity and health information)

The lawful basis on which we use this information

The Traffic Service will collect and use this information under public task - GDPR Article 6(1) (e): permits processing where necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9(2) (b) – for social protection purposes - from 25 May 2018.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at [https://ico.org.uk/concerns/](https://ico.org.uk/make-a-complaint/)

Access and Storage

Your personal information will be held by the Traffic Service for a period of 7 years