

Application for Temporary Play Street Order

(Town & Police Clauses Act 1847)

Important – please read carefully!

1. Please use this form 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 at no more than weekly intervals and for a period of up to 12 months (from the start date of the Order).
2. **We must receive your application at least 6 weeks before the date of the first event otherwise we will be unable to process it. To avoid disappointment please hand-deliver or send your application by recorded delivery.**
3. Please make sure you give all information requested on the form. **To prevent delay please enclose the following with your application**
 - i) **a copy of your resident consultation letter**
 - ii) **a street plan of your event**
4. Coventry City Council 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:
 - i) 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).
 - ii) 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.
 - iii) 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.
 - iv) No closure may be of more than 3 hours' duration.
 - v) 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.
 - vi) No activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this Order is in force.
 - vii) Vehicular access and egress for residents/businesses must be maintained during any closure period.

- viii) On-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.
- ix) The road(s) may only be closed on the dates and times specified within the Order.
- x) Events must be supervised by an adult.
- xi) Any barriers erected during the closures must be removed immediately if required for access for emergency services, residents or to allow reasonable access to community facilities such as cemeteries, places of worship, etc.

5. Coventry City Council reserves 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 Coventry City 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

1. Applicant details

Name of applicant or organisation _____

Address _____

_____ Postcode _____

Telephone number _____ Mobile _____

Email _____

2. Road closure details

Coventry City Council makes no warranty as to the suitability of the road for your event.

Name of road(s) to be closed _____

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

From _____

To _____

Date of event _____

Time of event _____

Length of time road will be closed (up to maximum 3 hours) _____

Will this event be reoccurring? (Please tick) Yes _____ No _____

If yes how regular will this event occur? _____

3. Barriers / signs

It is the applicant's responsibility to erect all appropriate signs and barriers necessary to effect the closure. Also each closure must be supervised and maintained at all times by a responsible and clearly identifiable adult.

Coventry City Council may be able to provide you with appropriate signs free of charge for the first date of your event. It is the applicant's responsibility to store these signs (off the public highway) for any future events as any additional signs required will be chargeable.

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

4. Notification to affected properties

It is a requirement that all affected properties must be consulted by letter, **use the template at the end of these forms**. 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. 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

Please confirm the date your consultation letter was sent _____

Has there been any objection to your proposal? (Please Tick) Yes _____ No _____
If so, please provide details.

Please return you completed form to:

Traffic & Network Management
Coventry City Council
PO Box 15
Council House
Coventry
CV1 5RR

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 email:
trafficmanagement@coventry.gov.uk.

For office use only

Date received	Signature of approval

To: Resident

From:

My tel. no:

Address:

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My e-mail:

Date:

Dear Sir / Madam,

Re: Proposed temporary Play Street Closure Order

I am writing to inform you that I am in the process of applying for a temporary traffic regulation Order for a Play Street Closure event on the following road(s):

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This closure Order would be valid for 12 months from and, subject to Council approval, closures would only take place at the following periods/ times:

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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 under the supervision of marshals when within the closure area. It is not necessary to move parked vehicles from the street. Parents will be fully responsible for their own children, 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 or objections regarding this proposal to me in the first instance. If I cannot resolve your concern I will refer it to Coventry City Council's Traffic Management Team (trafficmanagement@coventry.gov.uk).

Many thanks in advance for your co-operation.

Yours faithfully,

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