

## ***Appendix 1.***

### ***Example Applicant Guidance Information***

# Preparing for a Play Street

## What is a play street?

Play Streets are the name given to streets that are closed off to through traffic, for a few hours, usually during the evening or at the weekend, to give local children an area to play in. These are organised and run by local residents with Salford City Council (SCC) assisting with the road closure, through a temporary traffic restriction while the road is closed and supplying signage to let drivers know that the road is closed.

The first Play Streets were organised by a local group of residents and they now offer lots of helpful information on how to organise Play Streets on their website: <https://playingout.net/>

## Before Applying for a Play Street

Anyone can apply for a Play Street to happen in their street but before you apply here are a few things that you will need to consider:

1. Is my road suitable for a Play Street? Most cul-de-sacs are likely to be suitable for a Play Street, as they are not a through route for traffic. If you don't live on a cul-de-sac the street can be considered, but it will need to be:
  - Low volume of traffic
  - Have a suitable alternative route for vehicles during the time the Play Street is running
2. Thought should be given to where you want the Play Street to happen. If you live on a long road, or a road with lots of junctions it is unlikely that this would be a suitable location for a Play Street. Play Streets should be of a suitable size and length for the street, to enable children to play, but not unnecessarily block extensive sections of the road. A narrow road that is lined with parked cars may be unsuitable as there is not very much road space for children to play on. You may be able to encourage residents to park in an alternative location while the Play Street happens.
3. Is there enough demand for a Play Street? If you are the only family living on the street it is unlikely to happen. We would recommend that before applying for a Play Street you gauge the opinion of your neighbours to see how many children will benefit from the Play Street.
4. When do you want to hold the Play Street and how often? A Play Street is usually held on a weekend day or on a bank holiday, when children will be able to most benefit from the closure. It is usually held for 3-4 hours at a time. It is also possible to hold them in the evening, but consideration of the traffic volumes of residents returning home from work/school will need to be considered.
5. Would my neighbours object to the road being closed? You will need to speak to all the neighbours who will be affected by the Play Street before applying to make sure that they have no objections, or that their concerns can be overcome. While some people may be against the road closure, we would recommend that you get at least 60% of the street in agreement of the road closure before applying. This will help reduce any conflict on the day and help publicise the event. Please check SCC Play Street web page for an example consultation letter.
6. Who is going to manage the Play Street? If the Play Street is approved, it will need named stewards who are responsible for closing the road and explaining the road closure to anyone who is using the road. We would suggest that a minimum of 2 stewards per event, depending on the number of closures the Play Street requires. The stewards will need to stand by the road closure signs for the duration of the Play Street.

7. While we cannot eliminate all the risks we can try to reduce and manage the risks. Carry out a walk though of the Play Street to identify any potential things that could cause a hazard. For example:
  - The biggest risk is from motorists, how many roads will you need to close off? How many roads will need to be closed off?
  - How much traffic is there usually on the road?
  - Is there room for cars to park off the road, or can they park outside of the Play Street
  - How many stewards will you need?
8. Do I need to obtain public liability insurance (PLI) for the Play Street? SCC will not insist that the organiser obtain PLI for the event, but it is up to the organiser to manage the event. While it is unlikely that any problems will occur during the event, the organiser may be held responsible if any accidents do occur. In any respect the organiser will be required to sign a waiver exempting SCC from any blame in the potentiality of an accident.

### **Applying for the Play Street**

To apply for the Play Street, go to <https://www.salford.gov.uk/parking-roads-and-travel/roadworks/request-a-temporary-road-closure/>, web page. Here you will find the application form and other relevant information. You will need to supply the following information:

- Name and contact details of organiser of the Play Street
- Road to be used for the Play Street;
- Where the Play Street is to start end, e.g. 12-40 The Street;
- Dates and times that you want to organise the Play Street on;
- Confirmation that you have at least 60% of residents in agreement with the road closure;
- Any potential risks that have been identified that will need to be managed during the road closure;

Once the application has been received by SCC this will be assessed and you may be contacted to clarify any details.

Any application will be processed as quickly as possible, but it is recommended that you give as much notice as possible before the first event is due to take place, in order for the necessary checks to be carried out and the highway traffic orders to be raised.

Once the application has been assessed you will be notified of the outcome. SCC will apply for the necessary Road traffic Order to legally close the street. This will take a minimum of 4 weeks for the order to be processed.

Once the Play Street has been agreed, you will need to notify the neighbours and publicise the event. This can be done electronically through Facebook or Twitter, but we also recommend that you send a letter to all residents affected to notify them of the event. An example letter can be found on SCC Play Street web page.

You will need to carry out a Risk Assessment of the street before the event takes place. An example form can be found on SCC Play Street web page. This should be carried out jointly between the organiser and the stewards, with a completed form sent to SCC. This should be carried out prior to the event, with a copy emailed to [ctsdtmanagement@salford.gov.uk](mailto:ctsdtmanagement@salford.gov.uk). A risk assessment must be updated on the day of each event to see if there are any additional risks not picked up on the initial risk assessment.

### **One the day**

Before the road is closed, a risk assessment should be carried out to identify any risks which were not present previously. We would recommend that any litter, including glass is picked up to avoid any incidents.

Road Closure Signage and Hi-viz vests will be delivered to the organiser before the event, who must be responsible for setting them up and storing them until they are collected or the next event. A fee may be charged for lost or damaged equipment.

A stewards' briefing should be carried out with an agreement on how you are going to handle any drivers who want to drive down the road during the event.

There's no need to organise games or anything special to entertain the children. Kids will do it for themselves and will enjoy coming up with their own fun. Some basic items that always work well are chalk, skipping ropes, hula hoops and soft balls, but it's always best to let the children take the lead and encourage them to bring out what they want to play with.

Take lots of pictures and document how successful the event was and any problems you encountered on the day.