

# Application for a Temporary Play Street Notice

1. Please use this form if you wish to apply for a temporary Play Street Road Closure Notice. This Notice will permit you to close a road for the purpose of children's play for up to 3 hours in any one day per month.
2. **We must receive your application at least 4 weeks prior to the first intended Play Day, otherwise we will be unable to process the application.**
3. Please make sure you give all information requested on the form. **To prevent delay please enclose a copy of your resident consultation letter with your application.**

Southwark Council cannot guarantee that a Notice will be made, and any Notice 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 Notice and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers. You may wish to take out Public Liability Insurance for the duration of your road closure(s).
  - 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.
  - Any Notice made is 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 Notice 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 Notice.
  - 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.
4. Southwark Council reserves the right to cancel any such Notice 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 on this form is true and complete and that I am at least 18 years of age. I agree that the London Borough of Southwark 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

<b>Play Street Applicant Details</b>	
Full name of applicant	
Full address of applicant	
Contact telephone number	
Email address	
Road to be closed	
Date of Play Street	
Time of Play Street (up to 3 hours)	
Detail of the section of road to be closed (e.g. from number 1 to number 50)	
<b>Will the Play Street be recurring?</b>	
If yes, how often? (maximum 1 per month)	
<p><b>Barriers and Signs.</b> Southwark Council will 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. It is also the applicant's responsibility to erect all signs and positions barriers at each point of closure. Each closure must be supervised and maintained at all times by a responsible and clearly identifiable adult.</p>	
What arrangements have you made for the erection and supervision of signs?	
<p>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.</p> <p>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</p>	
Please confirm the date your consultation letter was sent/will be sent.	
Can you confirm that a majority of properties in the affected street are in support of the proposal?	
Details of any objections:	
Additional Information:	

**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 [TTMO@southwark.gov.uk](mailto:TTMO@southwark.gov.uk). The template consultation letter is below.

**Complete applications must be submitted via either:**

**Email:** [TTMO@southwark.gov.uk](mailto:TTMO@southwark.gov.uk) **Post:** Southwark Council, Network Management, Floor 3 Hub 1, PO BOX 64529, SE1 5LX

To: Resident

From: .....

Address:.....

My phone no:.....

.....

.....

My email:..... Date:.....

Dear Sir / Madam,

**Re: Proposed temporary Play Street Closure Notice**

I am writing to inform you that I am in the process of applying for a Temporary Traffic Notice for a Play Street Closure event on the following road(s):

.....

.....

This closure Notice would be valid until ... and, subject to Council approval. The closures would only take place at the following periods / times:

.....

.....

.....

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 or objections regarding this proposal to me in the first instance. If I cannot resolve your concern I will refer it to Southwark Council's Network Management team.

[TTMO@southwark.gov.uk](mailto:TTMO@southwark.gov.uk) or

Southwark Council,

Network Management,

Floor 3 Hub 1

PO BOX 64529,

London,

SE1 5LX

Many thanks in advance for your co-operation.

Yours faithfully,