**Royal Borough of Greenwich**

**Play Streets - Road Closure Application**

(Road Traffic Regulation Act 1984 Section 29)

**Important – please read carefully**

1. Please use this form if you wish to apply for a Play Street Traffic Regulation Order (TRO). This order will permit you to close a road for the purpose of children’s play.
2. Please ensure you have read the ‘Play Streets Guide and Conditions’ before completing this application.
3. A requirement of the process is that the Council must advertise details of the events, including street name, timing and frequency. We aim to wherever possible batch applications from different streets/roads together to reduce the cost that we pay for adverts, therefore in some instances 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. There are four deadlines per year for processing applications; these are 30 January, 31 March 30 June and 31 August.
4. Please 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 a copy of your resident consultation letter and list of supporters with your application.
5. The Council recommends that Play Street organisers take out ‘public liability insurance’.
6. Greenwich Council 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 to the council the full 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 road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order.
	3. 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.
	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/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 road(s) may only be closed on the dates and times specified within the Order.
	10. All events must be supervised by an adult.
	11. Any barriers erected during the closure must be removed immediately if required for access for emergency vehicles or other residents.
7. Greenwich 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/We confirm that all the information that I/we provide below is true and complete and that I am/we are at least 18 years of age. I/We agree that Greenwich Council 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 if my application is successful.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**1. Applicant(s)’ details**

Name of applicant(s) or organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If more than one applicant please provide names of additional applicants on supplementary page.

**2. Road closure details (Roads can only be closed during hours of daylight)**

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 (e.g. first Sunday of month):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start and End time of event (max. 3 hours per session):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How regular will this event occur? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Barriers / signs**

Greenwich Council will provide appropriate signage and provide temporary road closure signs and hi-vis vests for residents to use on the day of the closures.

**4. Notification to affected properties**

It is a requirement that all affected properties must be consulted. You may wish to use the template letter and petition form on pages 4 and 5 for your consultation. A copy of your consultation letter will need to be submitted with your application.

Please list the properties to which you have sent a consultation letter and list the names and or addresses of supporters for the scheme. 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

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Please confirm the date your consultation letter was sent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you confirm that you have strong support from properties in the affected street? (Provide evidence of this in the form of a list)

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 Islington Council may distribute to third parties and use publicly any of the information provided within these forms.

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

**Please return your completed form to:**

play-streets@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-5pm.

For office use only

|  |  |
| --- | --- |
| Date Received | Signature of Approval |
|  |  |

**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 Traffic Service may contact relevant organisations /third parties for information, for the purpose of Play Streets. The application form, including your personal data may be shared with:

• Revenue & Benefits Department, Children’s Services, other directorates within this Council and other Local Authorities.

• Department of Work & Pensions and other third party agencies and organisations.

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/

Access and Storage

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

**To: Resident**

From: ……………………….………………………..

My tel. no: ………….……….…………………….

My email: …………………….……………………..

Address: …………………………………………………..

 ……………………………………………………..

 ……………………………………………………….

Date: ……………………………….………………………….

Dear Sir/Madam,

**Re: Play Street Closure Order**

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

…………………………………………………………………………………………………………………………………………………………………….…

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This closure Order is 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 a requested to drive at walking speed of less than 5mph 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.

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 Greenwich Council Traffic team (play-streets@royalgreenwich.gov.uk)

Many Thanks in advance for your co-operation

Yours faithfully,

[INSERT NAME]………………………………………………………………………

**Guidance Notes for drivers using a street while a Play Street is occurring**

1. Drivers must wait until children and adults have been cleared from the street by stewards.
2. A steward will inform a driver when they can move off.
3. A steward will escort vehicles in and out- walking in front of vehicles. They must drive at a walking pace a maximum of 5mph.
4. Vehicles/Drivers must drive with due care and attention at all times, with special consideration that there are children playing in the street.
5. Visitors/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 don’t just drive off without first informing a steward and allowing children to be cleared from the street.
6. Through drivers are not permitted access to the street while a Play Street is taking place.