

# PLAY STREETS

## Guidance and Requirements & Terms and Conditions

Residents and organisations can apply to the council for a 'Temporary Play Street Order', however some roads in Epsom & Ewell may not be suitable such as main roads and Bus routes. The most suitable roads are quiet residential streets or cul-de-sacs where an easy alternative route for through traffic can be provided. Please note any existing Traffic Management Order or other statutory provision on the street to be closed will remain in force during the closure, unless specified to the contrary on the play street order. In the event of any conflicting road works the application may be refused by the highway authority

After we receive your application, we will consult with Surrey Police and Surrey County Council (The Highways Authority). Once we receive approval from the highway authority, we will then process the order for signing and sealing which will normally be emailed to you. We therefore recommend that you apply approximately 12 weeks in advance.

### Consultation

Before submitting the application, the organisers are required to consult all affected residents/traders on the street. Consultation provides the opportunity for questions or concerns to be raised. Organisers must seek agreement with all affected residents by delivering a consultation letter to each property and completing a resident survey form. As part of the application process, you will need to submit the completed survey form showing the name, address and signature of at least 75% majority of the households showing evidence of support. Please complete the **Resident consultation form** and submit with a copy of the letter you provided to residents. Examples of **resident letters** you could give out to neighbours can be found on the Playing Out website.

### Noise

Consideration should be given to those living or working nearby and any excessive noise should be minimised.

Please remind parents that they are responsible for their children at all times and not the stewards/organisers.

### Risk Assessment

A risk assessment should be carried out and submitted for our records. Although a risk assessment does not guarantee that an incident won't happen, it can significantly help to reduce the probability. It is the organisers responsibility to do

this not the Council's. An example of a [risk assessment form](#) can be found on the Playing Out website.

### **Traffic management Plan**

The organisers are required to submit a traffic management plan with their application. This should be a map clearly showing the area to be closed and the type and positioning of all temporary signs and barriers.

### **Stewards**

Stewards must be positioned at each of the 'Road Closed' points and must stay in place apart from assisting cars of residents or visitors through/into and out of the closed area at walking speed. Stewards must be adults and be clearly identifiable ie wearing a hi-visibility jacket/clothing. Stewards have an important role and should be clear about their responsibilities are. Please see the [Steward training](#) Playing Out video to help train stewards.

## Terms & Conditions

1. The event shall not be publicised by the use of flyposting on street furniture or elsewhere.
2. The organisers will be responsible for providing adequate supervision, stewardship and first-aid cover to ensure public safety for the event, but it should be noted that under no circumstances are stewards or marshals empowered or permitted to direct traffic. Each closure must always be supervised and maintained by responsible and clearly identifiable adults wearing hi-visibility jackets and each point of closure must be marshalled throughout the period of the event. All through-traffic is prohibited, and vehicles may enter or leave the road only at walking speed (5mph speed limit) and under supervision, once the road is clear of children playing. Any vehicles wishing to gain access to the closed section of road will be restricted to a walk through.
3. On-street parking for residents or visitors cannot be refused or restricted other than through an already existing Traffic Regulation Order.
4. No closure can be for more than 3 hours.
5. Applications will not be approved on the roads refuse collection day.
6. Any order made is entirely for the purpose of children's play and may not involve the placement of any structure on the highway during its use.
7. No obstructions shall be placed on fire hydrants, and organisers should endeavour to maintain an access path along the area of the closure for emergency vehicles.
8. Any signs, poles, tables, chairs, trestles etc. shall be positioned at a safe distance from road junctions, garage entrances and vehicular accesses to properties, and be placed to allow adequate access for emergency vehicles. All equipment should be removed before at the end of the event.
9. Alcoholic drinks cannot be consumed at a Street Play session. No activity requiring any form of licence (under the Licensing Act 2003) may be undertaken when this Order is in force. The street is closed for play only.
10. Fireworks, Bonfires and BBQ's are prohibited on the public highway.
11. It is the responsibility of the play street organisers to ensure that all barriers and signs are removed and that any rubbish is cleared before the road is re-opened. Any damage to the highway would also need to be made good.
12. 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. You may wish to take out Public Liability Insurance for the duration of your road closure(s)

13. Neither Epsom & Ewell Borough Council nor, Surrey County Council will be liable for any costs whatsoever arising from the event.
14. The Hirer will indemnify and keep indemnified the Council and its Members, Officers, servants or agents in respect of any loss liability claim or proceedings, howsoever arising under statute or common law arising out of or in the course of or by reason of the 'road closure' pursuant to the 'Temporary Play Street Order' except where such liability loss or damage results directly from the negligence of the Council, its servants or agents.

**There is lots of further free advice and resources on the [Playing Out website](#). As well as details of how you can purchase equipment/signs etc for the day**