



Guidance Notes for Play Streets Closures

Please find guidance below for corresponding numbered sections on the Play Streets application form.

(Please allow 4 weeks' notice for your application)

1. A one-off event is single play street event that does not repeat within a 12-month period.
2. Repeat closures over any given 12-month period can be applied for as a single application. For example, 'closing road A every Saturday between 13:00 and 14:00' or 'closing road A on the 2nd Saturday of the month between 14:00 and 16:00'. The 12-month period is not restricted to calendar years – for example, it could run from 15 September to 14 September the following year.
3. An application can also can cover multiple closures in more than one road. It is therefore possible to use a single application to close several roads repeatedly for children's play over any 12-month period. For example, it could cover:

closing road A every Saturday and Sunday between 14:00 and 16:00.

closing road B every Saturday between 13:00 and 16:00.

closing road C every Sunday between 14:00 and 15:00.

4. If pedestrian access **will not** be allowed through the closure, you should get advice from your local Street Works Office via our Customer Service Centre before submitting your application (0344 800 8020).
5. Name of the street you wish to close & the Parish.
6. Identify the exact start of the closure, e.g., from outside property no. 20. It would help if you confirmed how the road will be physically closed.
7. Identify the exact end of the closure, e.g., to outside no. 80. This helps us identify the points up to which access will be maintained on the road being closed. **It is usual to provide road closure signs & or marshals at the start and end points.** Marshals should as a minimum have a reflective vest and you should ensure you have adequate numbers of marshals for the entire duration of the closure. All marshals should be briefed by the organiser(s) prior to starting the closure. Materials to assist you with briefing marshals will

be sent with notification of a successful application. You may hire your own 'Road Closed' signs and cones.

8. To minimise inconvenience for those needing to travel in the AM and PM peaks your event should ideally be held between 10am and 4pm. If you wish to hold an event outside of these times, please discuss it first with our Streetworks team.
9. End time as above.
10. It is a requirement when closing a road that an alternative route of equivalent or better standard is available so that any traffic diverted is done so safely. We will also consider the function of the road in question as part of the application process. This includes ensuring that blue light services, including fire, ambulance and police are not significantly adversely impacted by road closure proposals (e.g., if any stations are close to the road closure proposal).
11. We appreciate that not all residents affected will be supportive of a closure, so it is therefore important for you to carry out some local consultation of those affected to demonstrate the level of support (preferably with a minimum of 50% of those who respond in favour).
12. If local residents or a business object to the closure, please provide their reasons as the County Council may be able to assist with additional knowledge based on experience of previous closures.
13. Please tell us if it will just be local residents or if you expect non-residents to attend also. If non-residents are attending your local Safety Advisory Group (SAG) will have to be consulted.
14. If the closure is on a bus route your application will not be approved as buses offer members of the public an alternative to private car use.
15. This is your opportunity to provide any other information that you feel may assist us with processing your request.