

Application for Edinburgh Playing Out Street Order

Important – please read carefully!

1. These guidelines and application form apply to the pilot arrangement, to assist local communities, citywide who wish to hold “Playing Out” activities in residential streets.
2. The pilot arrangement will start on 1 April and finish on 31 August 2017. Communities wishing to participate in this proposal should follow the guidelines shown below under **“What to do...”** on page 3 below.
3. Please use this form if you wish to apply for a Play Street Traffic Regulation Order. This Order will permit you to close a road for the purpose of children’s play.

Procedures

4. Suitability of Street

Applicants should consider the following when determining the identified street and dates and times of their request.

Is the street a bus route?	<i>If YES, this street is not suitable</i>
Is it a main road which experiences large volumes of traffic? (especially during mornings and early evenings)	<i>If YES, this street is not suitable</i>
Scheduled Waste Services collection days including all recycling collections	<i>This will determine the hours to be applied for</i>
Royal Mail Deliveries	<i>Consider the timing of regular Royal Mail deliveries</i>
Neighbours/residents deliveries/requirements	<i>Neighbour co-operation is recommended to minimise deliveries</i>
Advance notification of road works they may have received through the post (from Utilities or Council)	<i>Council teams will also check for this information</i>

Only non-traffic sensitive streets of a residential nature will be considered as part of the scheme.

Local Consultation

5. The applicant is required to consult with all affected residents. A letter (pages 7 & 8) posted through each front door is sufficient detailing the following:
 - - What is proposed to take place
 - - The dates and times that are proposed, up to 5 sessions
 - - Contact details for the Locality Office

- - A return address for any comments from residents
6. You may wish to include in the letter an invitation to a meeting to discuss your plans with your community and to recruit volunteers.
 7. There may be some neighbours who voice objections as they are unsure about what you plan to do and the implications for them. The best course of action is to speak to and reassure them that:
 - There will be nominated responsible adults supervising the event
 - Through traffic will not be permitted, but residents' vehicles and local deliveries, though discouraged, will be allowed into and out of the site
 - Parents are responsible for their children and any damage they may cause
 - Everyone, whether or not they have young children, is encouraged to join in
 - There will be a feedback session afterwards if requested
 8. The City of Edinburgh Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of the following conditions are not met:
 - i) You must pay to the council the full cost of any damage to the road 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 Order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers.
 - ii) 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.
 - iii) 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.
 - iv) A Temporary Traffic Regulation Order is made entirely for the purposes of children's play and may not involve the placement of any structure on the road during its use.
 - v) No activity requiring any form of license (under the Civic Government (Scotland) Act 1982 or Licensing (Scotland) Act 2005) may be undertaken when this Order is in force.
 - vi) Vehicular access and egress for residents/businesses must be maintained during any closure period.
 - vii) On-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.
 - viii) The road(s) may only be closed on the dates and times specified within the Order.
 - ix) Events must be supervised by an adult.
 - x) Urgent or Emergency road works might be required by utilities. This may cause events to be cancelled at the last minute or areas to be restricted.
 - xi) Any barriers erected during the closures must be removed immediately if required for access for emergency services or other residents.

9. The City of Edinburgh 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.

Getting Permission

1. Permission for the closure will be agreed through the Locality Teams who will have local knowledge of any other events, road works in the surrounding area which may have a direct impact on street, date and time selection.
2. Applicants will not be charged for costs the Council incurs during this Pilot period, after which, cost recovery may be sought for any additional events in subsequent years.
3. The applicant will be responsible for erecting Street Notices to inform residents, pedestrians and traffic of any approved closure. These will be provided by the Locality Teams should approval be given.
4. The Council will provide the signs required and provide the organisers with barriers for the duration of the Pilot. These must be returned in their original condition to the Council.
5. The Organiser/Responsible Person will be responsible for storing signs and barriers locally and for implementing and removing the closure.
6. Emergency and pedestrian access must be maintained at all times.

What to do if you are interested in participating in Playing Out Streets

1. At least 6 weeks in advance of your first session, deliver a consultation letter to your neighbours (page 7 & 8 of this form).
2. Six weeks before your first Playing Out date, complete the application form and send to the Locality team (page 5 & 6 of this form).
3. Decide who the "Responsible Person" will be in your street.
4. Choose the street you wish to designate.
5. Choose which days (you can choose up to 5 during the pilot) and the times (2-3 hours per session is recommended) you want to run your Playing Out sessions.
6. Print and Sign your name on the form and send it to your Locality Office.

What happens next?

1. Your Locality Office will assess your application and if no problems are identified such as impending road works, it will arrange for a Temporary Traffic Regulation Order (TTRO) to be raised to allow the closure of the street for the dates required.
2. In the event a local resident raises a material objection against a Playing Out session, eg moving house, the Responsible Person must inform the Locality Office.

Edinburgh Playing Out Streets 2017 Pilot

3. One of the Transport Officers will contact you to discuss any problems with your application, or to let you know your application has been successful. Confirmation will follow by post.
4. Barriers and signs will be delivered to the Responsible Person who will store them securely until required.
5. One week before the first date, a street notice, delivered to the Responsible Person, should be erected to advise the public of the intended TTRO.
6. Neighbours must be kept informed about the times and dates of the Playing Out sessions. A letter is sufficient. (see page 7 & 8 of this form).
7. The Responsible Person will place out and remove the signs and barriers at every access to the street at the times requested. They will then be stored securely once the street is open again to vehicles.
8. The Responsible Person will keep a log of issues, successes or failures for the duration of the Pilot and will notify the Locality Office of the outcome.
9. If requested or desired, hold a debriefing meeting after your first and/or subsequent Playing Out sessions in case there are lessons to be learned, or better practice employed.

To find out which Locality Office to contact for your street, please visit the following link:
http://www.edinburgh.gov.uk/info/20004/council_and_democracy/375/neighbourhood_areas_and_partnerships_wards_and_community_councils

Please see below the email addresses for the Locality Offices

City Centre & Leith: Environment-CCL@edinburgh.gov.uk

North: Roads.NorthVIP@edinburgh.gov.uk

South: Roads.SouthVIP@edinburgh.gov.uk

South-West: roads.southwestvip@edinburgh.gov.uk

West: Roads.WestVIP@edinburgh.gov.uk

East: sfc.eastenvironment@edinburgh.gov.uk

1. Applicant(s)' details

Name of applicant / Responsible Person

Address _____

_____ Postcode _____

Telephone number _____ Mobile _____

Email _____

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

2. Road closure details

Name of road(s) to be closed _____

Length of road(s) to be closed (if appropriate): Please use house numbers or junctions to define the length of road to be closed.

From _____

To _____

Date of first event: _____

Start and End time of event: _____

Will this event be recurring? (Please tick) Yes _____ No _____

If yes, please detail the dates (remember you can have up to 5 Playing Out sessions during this pilot)? _____

3. Barriers / signs

The City of Edinburgh Council will provide you with appropriate signs free of charge for the event (Pilot scheme only). It is the applicant's responsibility to store these signs (off the public road). 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.

What arrangements have you made for the erection and supervision of signs?

4. Notification to affected properties

It is a requirement that all affected properties must be consulted by form of the attached template 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

Please confirm the date your consultation letter was sent _____

Can you confirm that you have the support of at least 70% of properties in the affected street. (Please Tick) Yes_____ No_____

Has there been any objection to your proposal? (Please Tick) Yes_____ No_____ If so please provide details.

5. Checks have been made regarding the following

Please mark your answers to the items on the following list to confirm you have considered the following and not found any problems:

1. Is the street a bus route? (Please Tick) Yes_____ No_____
2. Is it a main road which experiences large volumes of traffic? (especially during mornings and early evenings) (Please Tick) Yes_____ No_____
3. Scheduled Waste Services collection days including all recycling collections: M, T, W, T, F (*please circle the day which applies to your street*)
4. Neighbours/residents deliveries/requirements, eg supermarket shopping (Please Tick) Yes_____ No_____
5. Advance notification of road works have been received through the post (from Utilities or Council) (Please Tick) Yes_____ No_____

Please return you completed form to the Transport Officer, at your Locality Office (for address see below):

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 or e-mail the appropriate Locality Office address.

I confirm that all the information that I provide below is true and complete and that I am at least 18 years of age. I have read the conditions above and agree to accept and adhere to them if my application is successful.

Signed →

Date →

To: Resident From:

Address:

My tel. no:
.....

My e-mail: Date:

Dear Sir / Madam,

Playing Out - Get to Know Your Neighbours and Let the Children Play

A small group of us have got together to take advantage of City of Edinburgh Council's free Playing Out initiative. The pilot is taking place citywide between 1 April and 31 August this year.

You may have read in the press that children do not play outside as much as they did, even twenty years ago and this is having a negative effect on their health.

Many children lead very structured lives today and Playing Out allows them time off to play with local children right outside their houses without the risk of traffic accidents. It is less likely too that we know our neighbours and a temporary street closure allows everyone to get together more easily.

We'd very much like to close < *street name* > between
< *location* > and < *location* > on the
following dates/days < / / > < > and will make an
application to the City of Edinburgh Council for a Temporary Traffic Regulation Order
to do so.

The road will be fully closed to through traffic but residents' vehicles and local deliveries, though discouraged, will be allowed into and out of the street and the locations of the closure will be stewarded at each barrier. Residents will be allowed full access but are requested to drive at walking speed when within the closure area.

Events will be under adult supervision and access will be maintained for emergency services at all times in all parts of the street.

Parents are responsible for their children and also any damage they may cause, although we don't expect this to be a problem. Everyone, whether or not they have young children, is encouraged to join in.

With your help we can make the street car free for a short time giving us lots of space and providing a safe environment for everyone. It is not necessary to move parked vehicles from the street but if you don't have a driveway, or you wish to use your car, is it possible to park it in another street for the duration of the event.

If you need to move your vehicle during a Playing Out session, please alert a steward who will clear the street of pedestrians and guide you out.

These guidance notes are to be issued with the letter.

Guidance Notes for drivers using a street while a play street session 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 the 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 street etc.
6. Through drivers are not permitted access to the street while a Temporary Playing Out Event is happening.