
Street closure for Street Play

Terms and conditions

Please retain for reference

General Information

1. Costs

The council will handle the application free of charge for Street Play

2. Dates/Times/Occurrence

After the application is sent in, the approval of the Traffic Order will be subject to a statutory legal process in which a 21-day period must elapse before the council's consideration towards making the Traffic Order. Therefore, application for the road closure should be made at least 8 weeks in advance of your event date.

The street should preferably be a cul-de-sac or quiet residential road and be closed until no later than sunset. Closures must be of no more than 3 hours duration. The street may only be closed during daylight hours on the dates and times specified within the Order. Main roads, bus routes, bus diversion routes, and emergency vehicle routes cannot be closed for street play. In the event of conflicting road works in the vicinity of the play street, the council reserves the right to refuse the application or suspend the Order for any given time.

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.

3. Risk assessment

A risk assessment should be carried out and submitted with your application. For a template and sample risk assessment on the Elmbridge street play email shout@elmbridge.gov.uk.

4. Method statement

A Method Statement should be prepared and submitted with the application. This details when and how the road will be closed.

5. Traffic management plan

The organisers are also required to submit a traffic management plan in the form of a map with their application, showing type and positioning of all temporary signs and barriers.

6. Consultation

The organisers are required to consult all the residents and/or traders in the street likely to be affected by the event to ensure that there are no objections to the proposal. This is particularly important where the street concerned is a cul-de-sac. Organisers should always consider that residents not taking part in the event nevertheless have a right to gain access to and from their own properties. The applicant must seek agreement with all affected residents by delivering a consultation letter to each property and completing a resident survey form which would show the



name, address and signature of every householder in the closed section of road. The council will require evidence of a majority (no less than 60%) in support.

7. Noise

You should take all possible precautions to ensure that noise from your event, including music, does not disturb the neighbourhood.

8. Your application

On receipt of an application for a temporary road closure, we will contact Surrey County Council and Surrey Police. Approval of the Temporary Road Closure Order is not guaranteed, and the Order cannot be processed until both Surrey County Council and the Police have confirmed they have no objections to the proposals. Restrictions may be required or advised by either Surrey County Council or the Police, particularly in relation to safety and traffic management, and the organisers will be required to comply with these requirements.

Terms & Conditions

Temporary Road Closure Order made under the Town Police Clauses Act 1847 – Section 21

1. Consent for street closures will not normally be given over roads served by public service vehicles.
2. Road signs shall be erected indicating 'ROAD CLOSED' and, if necessary, an alternative route shown for traffic. In addition, barriers shall be erected to physically prevent traffic from entering the closed road. All such signs and barriers shall be approved temporary road signs manufactured and sited in accordance with The Traffic Signs Regulations and General Directions 2002. Elmbridge Borough Council has some Street play kit bags available to borrow, subject to availability and a £100 deposit, which includes 'Road closed' signs, traffic cones and hi-visibility vests for stewards. Otherwise, they are generally available from plant hire shops or dedicated traffic management firms. Surrey County Council or the Police will not provide them.
3. The event shall not be publicised by means of flyposting on street furniture or elsewhere, and all advance publicity where required shall be by legal means only.
4. 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 walked through.
5. Organisers of Street play should be aware that they incur certain legal liabilities and may be personally liable in the event of an incident. It is therefore recommended that organisers ensure that appropriate Public Liability insurance (minimum £5 million) is in place prior to the street play session commencing. This is the sole responsibility of the organisers and unfortunately the Council cannot be of assistance in this respect.



6. No obstructions shall be placed on fire hydrants, and organisers should endeavour to maintain a “fire or access path” at least 3 metres wide along the area of the closure. There may be instances where this is not practical, and in such cases every effort should be made to ensure that easily moveable equipment is positioned over a similar area.

7. All 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 such equipment should be removed before dark by which time the event will have ended.

8. 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.

9. No attachments shall be made to street lighting columns or other street furniture. The only exception to this is that the official closure notices may be fixed to lighting columns along the length of the closure a week in advance, and these shall be removed immediately after the event.

10. Bonfires and fireworks are prohibited on the public highway.

11. The organisers will be responsible for making good any damage to the highway, and for removing and disposing of all litter immediately after the event has finished.

12. Neither Elmbridge Borough Council nor Surrey County Council will be liable for any costs whatsoever arising from the event.

For further information and enquiries please contact: Play Development Officer, 01372 474634 shout@elmbridge.gov.uk

Privacy Notice

Elmbridge Borough Council collects, and processes personal information submitted as part of the application for the purpose of processing the road closure application. Our lawful basis for processing the personal data is in the performance of a public task or official authority vested in the Council.

Your personal data will be shared with the Police Authority, Highways Division at Surrey County Council and other departments within the Council.

Your information is held in accordance with the Council’s retention policy.

You have the right to access your information as well as a number of other rights including erasure, objection and rectification.

For full details of how the Council handles personal data and our Data Protection Policy, please visit

<https://www.elmbridge.gov.uk/privacy-notices/>

