

PLAYING OUT

ROAD CLOSURE

APPLICATION FORM

Hull City Council

Important – please read carefully

1. Please use this form only if you wish to apply for a temporary Play Street road closure Order. This Order will permit you to close a road for the purpose of children’s play at no more than weekly intervals and for a 12 month period from the Order start date.
2. We must receive your complete application at least 8 weeks before the date of the first event.
3. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure.
4. 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.
5. No closure must be of more than 3 hours duration.
6. Access and egress for residents must be maintained during any closure period.
7. The road may only be closed on the dates and times specified within the Order.
8. Events must be under adult supervision.
9. Any barriers erected during the closure must be removed immediately if required for access for emergency services or other residents.
10. Hull City Council reserves the right to cancel any such order if the closure is not implemented in accordance with these requirements or the activities are not managed in a safe manner.

INCOMPLETE APPLICATION FORMS WILL BE RETURNED

1. Contact Details		
Applicant Name:		
Address:		
Postcode:		
Please provide contact details that can be issued to the public for enquires relating to the closure/event:		
Name:	Email:	Phone Number:

2. How many visitors do you anticipate will attend?	(Approximately)
3. Where will the event take place and what roads will be affected?	
Road Name	Park Avenue
Location of Road	(e.g. between no. 2 – no. 146 Park Avenue)

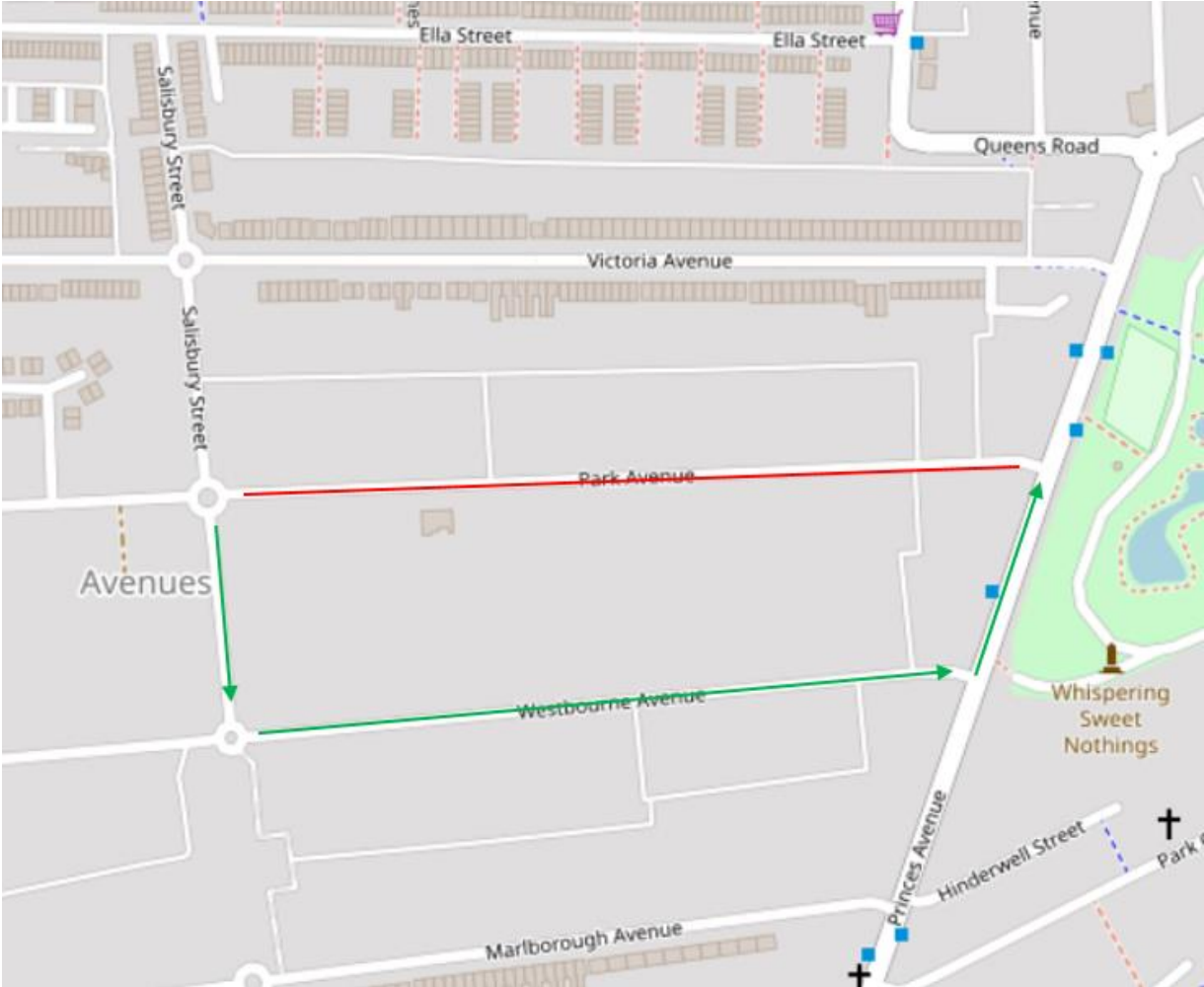
4. Closure Date/Time			
Please list the dates of road closure (if multiple)			
From:	DD/MM/YY	To:	DD/MM/YY
	12:00		15:00 (3 hrs)
Other dates (if applicable):			

5. Documents/checklist	Tick
A Traffic Management Plan must be submitted with TTRO Application Form showing road closure (indicated in red) and a diversion route for vehicles and/or pedestrians (indicated in green). (See example A)	<input type="checkbox"/>
Check that a letter has been sent to the local residents. (See example B)	<input type="checkbox"/>

6. Declaration and Disclaimer			
<p>1) I confirm that all the information I provide is true and complete and that I am at least 18 years of age. I have read and understand fully the guidance and conditions and will adhere to all responsibilities and duties enforced by the document. I agree that Hull City Council may distribute to third parties and use publicly any of the information provided within these forms.</p> <p>2) The Council strongly recommends that a public liability insurance is maintained, and the traffic signs are erected for the duration of the event. As the event organiser you are responsible to ensure that the event is undertaken in a safe manner having regard to safety or public and third-party property. In the absence of any negligence or other breach of duty by us, the closure of the street for your event is entirely at your own risk.</p>			
Full Name		On behalf of	
Signature		Date	__ / __ / ____

7. Submitting Application
<p>Please email your completed form and documents to:</p> <p>PlayingOutHull@hullcc.gov.uk in the email subject heading please mark as “PLAYING OUT - ROAD CLOSURE STREET NAME”- this will be processed as high importance.</p>

Example A – Simple traffic management plan



Example B – Letter to residents

Sir/Madam

Applicants' name

2 Park Avenue

Applicants' address

Hull

*HU5 ****

Telephone no: *Applicants' telephone number*

Mobile no: *Applicants' mobile number*

Email Address: *Applicants' email address*

Date: DD/MM/YYYY

Dear Sir/Madam,

Re: Proposed Temporary Play Street Order

I am writing to inform you that I am in the process of applying for a Temporary Play Street Order to close the following road:

Park Avenue between house no. 2 – no. 146

This Order would be valid for 12 months and, subject to Council approval, closures would only take place on the following specific dates/times:

12:00-15:00

The road will be fully closed to through traffic and points of closure will be marshalled. Residents will be allowed full access but are requested to drive at walking speed under supervision of a steward when within the closure area.

It is not necessary to move parked vehicles from the street although you may wish to do so.

Parents will be fully responsible for their own children and access will be maintained for emergency services at all times in all parts of the street.

Many thanks in advance for your co-operation.

Yours faithfully

Applicants' signature

Applicants' name

OFFICE USE ONLY – Fees

The fees will be covered by the Hull City Council Public Health Team only.

Cost Code	P1431 (Public Health)	
Section of Road Traffic Act	Processing Fee	Processing Timescales
16 (A) or TPCA	£500	8 weeks from the time of application and supporting documentation (simple traffic management plan)