**Notes to accompany Play Streets Application Form** (example)

**Important – please read carefully before completing the application.**

(each council to adjust this cover page to suit own needs)

It's great that your neighbourhood wants to hold a Play Street! To get your idea into action, you'll need to gather some information. Take a look right through this application before starting your planning.

Not all streets will be suitable for a play street. Bus routes, busy streets and many through streets are inappropriate. Please contact council [contact details] if you wish to discuss the suitability of your street before starting the application process.

**Description of the application process**

We must receive your application at least [x weeks] before the date of your Play Street.

You will be notified of the outcome of your application at least one week prior to your event.

Please make sure you give all the information requested on the form. Please enclose the following with your application:

i) a street plan of your event (see part E)

ii) a copy of your resident consultation letter and evidence of resident support (see part F)

iii) event health and safety plan ([see example plan](https://www.nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/code-of-practice/copttm-document/sections/section-i-specific-activity-procedures-and-diagrams/#section-i-3-events) at [www.nzta.govt.nz](https://www.nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/code-of-practice/copttm-document/sections/section-i-specific-activity-procedures-and-diagrams/#section-i-3-events)/playstreets)

**Council expectations and conditions**

Please make yourself familiar with the Council expectations and conditions for Play Streets as detailed in part H of this application form. [name of] Council cannot guarantee that the Play Street application will be approved, and application will be revoked if any of the expectations and conditions are not met.

**Example Play Streets Application Form**

application for restriction of road space for a temporary play event

Date of application:

**PART A:** Event Details

|  |  |
| --- | --- |
| Event name: | |
| Street name: | |
| Precise location and size of event – indicate the street numbers where the event will take place and the approximate length of street that will be affected by the event. |  |
| Date of event | Proposed date: Day of week: |
| Alternate date: Day of week: |
| Time of event | Official event time: |
| Traffic will be restricted from: |
| Traffic access will return to normal: |
| Are you applying for a recurring Play Street? If so, please provide details – such as how often the event would be held (eg last Sunday of each month), and the dates for the future events.  (Note that recurring events will be approved for up to [6] recurrences.) |  |
| How many people are expected to participate in the Play Street?  (note that a Play Street is for neighbours only and should not be promoted to the wider public.) |  |
| What types of activity will occur at the Play Street? |  |
|  |
|  |
| Have local residents and any businesses been notified of the dates, times, and details of this event?  (evidence of their notification and support is required in part F) | Y / N |

**PART B: Contact details**

|  |  |
| --- | --- |
| Details of the Play Street host (usually the lead resident or the key contact in an organising group eg, church) | Name: Organisation (if applicable): |
| Phone Number: |
| Email: |
| Does your organisation (or anyone in your organisation) employ any person to carry out work for the organisation? Yes  or No  ***Note:*** *If Yes, your organisation is most likely a PCBU (“Person Conducting a Business or Undertaking”) under the Health and Safety at Work Act 2015, and there may be duties under the Act in relation to the event.* |
| Person responsible for setting up and overseeing the event (if different from above) | Name: |
| Phone Number: |
| Email: |
| Person responsible for health and safety at the event (if different from above) | Name: |
| Phone Number: |
| Email: |
| Supporting organisation contact details  (For example: if this event is being supported by council or regional sports trust staff) | Supporting organisation:  Name of key contact:  Phone number:  Email: |

**Part C: Checking that the street is suitable for a Play Streets traffic restriction** (ie, low-risk street)

|  |  |  |  |
| --- | --- | --- | --- |
| **Does your street sound like this?** | **Yes** | **No** | **Further guidance** |
| Light traffic – particularly at the time of day or week that you want to hold the event? |  |  | * This generally means fewer than an average of 1000 vehicles per day * Or fewer than 1,000 vehicles per day on a typical day of the event eg Saturday * Or has low vehicle numbers at the time of day the event of planned eg. Sunday afternoons * Council staff will be able to give you guidance on this |
| Typically has low traffic speeds. |  |  | * Typical traffic speeds should be less than 50km/h and the speed limit sign posted at 50km/h or less. |
| Is it a key through route for traffic? |  |  | * Council staff will be able to give you guidance on this if you are unsure. |
| Is the street used as a bus route on the time and day of the event? |  |  | * No scheduled public bus services will use the road at time of the event. |
| Is the street regularly or typically used by emergency vehicles? |  |  | * Not a critical route to a hospital or usual route for Police, fire or emergency. |
| Do the streets that directly connect to your street have lots of traffic and/or high traffic speeds? |  |  | * The streets that directly connect to your street should have a sign posted speed limit of 50km/hr or less and not be a busy main road or state highway. * Or the streets that directly connect to your street are not too busy at the time of the event. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Is the location of the event suitable?** | **Yes** | **No** |  |
| Will the event be easily seen by traffic from a reasonable distance? |  |  | * Visibility of the event should not obscured eg by a corner, trees or a hill. * The event should be easily seen by traffic, eg from 100m away if the traffic restriction point is on an intersection, or from 50m away if the traffic restriction point is set back from an intersection. * The event should not be located on an intersection controlled by traffic lights. |
| The event location will have minimal effect on businesses and does not restrict access to an unreasonable or unmanageable number of residences. |  |  | * Play Streets work better in residential locations, rather than locations with businesses that might need road access during the event. * The event should not be in a location that unduly blocks access to a lot of residential properties |

**PART D: Checking the event is suitable for a Play Streets traffic restriction**   
(ie, low-risk event)

|  |  |  |  |
| --- | --- | --- | --- |
| **Will the event…** | **Yes** | **No** |  |
| Mainly be for people that live on the street or close by? |  | 🟊 | * Play Streets events should be aimed at local people, that live on or near the street |
| Be held during daylight hours? |  | 🟊 | * Play Streets should have good visibility, so are typically held during daylight hours. |
| Be for a limited amount of time? |  | 🟊 | * Play Streets are typically run for two to three hours, although there is no hard and fast rule on this. It is about making sure these events do not unduly inconvenience other people. * This might be a one-off event or a regular event. For example once per week or monthly. |
| Comply with all other council regulations and bylaws. |  | 🟊 | * All other normal regulations and bylaws still need to be complied with such as council bylaws for noise, alcohol and dogs. * Your council will be able to give you guidance on this. |
| Be supported by other people living on the street?  (see Part F) |  | 🟊 | * It is important to make sure you involve other people on the street in considering a Play Street event. * Play Streets events need to be supported by the majority of residents at the location to ensure the event can run smoothly and safely |
| Involve commercial operations or performances, such as food trucks or bands? | 🟊 |  | * The presence of commercial operators may attract the wider public which would increase foot and vehicle traffic. * Commercial operations may also increase risk of damage to the street, and increase vehicle movements in and out of the event area especially at set up and pack down times. |
| If you ticked any starred boxes please provide details: | | | |

**PART E: Location set up plan**

Please attach a diagram of the event location showing where and how vehicle access will be restricted. This could be done by taking a ‘screen shot’ of Google maps and drawing lines on the map (with a pen or digitally using Word or an image editing program) showing where you intend the event and traffic restriction materials to be.

This diagram should show:

• Area to be restricted to vehicles

• Location of signage and barriers to restrict traffic

• The materials to be used eg, cones, signs, wheelie bins etc

• Location of people responsible for managing safety and vehicles

* Estimated distances between traffic restriction points and the play area

**Part F: Evidence of neighbourhood consultation and support**

(Note that examples of notification letters for neighbours, and support templates can be found on the Sport NZ website.)

It is a requirement that all affected residents and businesses be consulted. Please provide evidence that you have consulted with neighbours and local business (if appropriate) and have their support to run the Play Street.

See notification to neighbours template (council to insert link to their template)

See proof of neighbourhood support template (council to insert link to their template)

Please confirm the date your consultation letter was sent → ………………………………

Please contact us on the number below if you need assistance in resolving a concern or objection.

**Part G: Event health and safety**

An event health and safety plan must be submitted to council along with this application.

A Play Streets health and safety template can be found at [www.nzta.govt.nz](https://www.nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/code-of-practice/copttm-document/sections/section-i-specific-activity-procedures-and-diagrams/)/playstreets

**Part H: Council expectations and conditions**

(suggestions only – each council should tailor this information to suit their own policies and decisions on Play Street events in their area.)

Council cannot guarantee that the Play Street application will be approved, and application will be revoked if any of the following conditions are not met:

* 1. Play Street should less than [X] hours in duration – and should be held during daylight hours.
  2. Any barriers erected for the traffic restriction must be removed immediately if required for access for emergency services or other residents.
  3. On-street parking cannot be refused or restricted.
  4. Traffic may only be restricted on the dates and times specified within the application.
  5. Events must be supervised by adults.
  6. Event will be promoted to neighbours only (not publicised to the general public).
  7. There will be no commercial activities at the event.
  8. If appropriate organisers must clean the street in order to return it to its condition prior to the event. This must be done before the road is reopened.
  9. The organiser of the event is responsible for ensuring that all relevant regulations and bylaws are complied with, such as council bylaws for noise, alcohol and dogs.
  10. The organiser of the event is responsible for ensuring all affected people and businesses are effectively consulted with prior to the intended event date.
  11. The organiser agrees that NZ Police and/or the council representative have the authority to cancel, close down or stop the event and activities within the event at any time.
  12. High visibility garments and suitable enclosed footwear must be worn when operating as an event marshal.
  13. All unloading of event materials from vehicles must be done from a legally parked position and from the non-traffic side of the vehicle.
  14. Once in place, a responsible event marshal must be within sight of and be available to the restricted area access point(s) at all times.
  15. Event marshals are expected to be vigilant and actively monitor vehicle activity, resident and emergency service access requirements throughout the duration of the event.
  16. If at any time it is considered that the safety of those on the street has been compromised, the event activities must stop, all people must leave the road and move to a safe position away from moving traffic. All equipment should be removed from the street before usual traffic movement resumes.
  17. All personnel undertaking the above activity shall be familiar with, and understand, the intentions and requirements of the event safety plan.
  18. Organisers are reminded that it is their duty to postpone, cancel or modify operations due to adverse traffic conditions, weather or any other conditions that may affect the event and the people attending the event.
  19. These requirements do not replace the applicant’s own health and safety policies or plans and the event health and safety plan should be on hand during the event.
  20. The council will not accept any liability for the safety of the event, which is solely the responsibility of the organisers. Parents/guardians should remain responsible for their children throughout the duration of the play street.
  21. If any incidents, injuries or close calls occur, the organisers should let the council know as soon as possible.

[name of] Council reserves the right to cancel event approval if the event is not implemented in accordance with these requirements or the activities are not managed in a safe manner.

**Confirmation and signature**

I confirm that:

* I am at least 18 years of age.
* The information I have provided is correct.
* I have read the [Name of council’s] Play Streets information.
* If the application is approved I will comply with the Council’s Play Street expectations and conditions (as detailed in part H)

|  |
| --- |
| **Please type your full name in the signature field** – this becomes your authorised signature confirming that all details in this application are true and correct and that you agree with the terms, conditions and guidance in this application. |
| Name: |
| Signature: |
| Date: |

Return your completed form to:

[council contact and phone number]

If your application is successful you will be informed at least 1 week before the date of your first proposed Play Street.

If you have any queries please contact [council contact name/tel/email]

**PART I: REVIEW AND APPROVALS BY COUNCIL**

|  |  |
| --- | --- |
| Date of approval: | |
| Details of key council contact | Name: |
| Phone Number: |
| Website: |
| Person approving this application | Name: |
| Phone Number: |
| Email: |
| This application is approved on the following basis:  The attached location set up plan is approved for use on the basis that the event, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant and may result in the application being denied.  So far as is reasonably practicable, this application, including the health and safety plan, provides a safe and fit-for-purpose proposal for assessment and management of risk.  The organiser for the activity is reminded that it is their duty to postpone or cancel the event due to adverse traffic, weather or other conditions that affect the safety of this event.  The organiser confirms acceptance of the general terms, conditions and guidance for Play Streets as outlined in Part H of this document. | |