

**Bristol City Council**  
**Application for Temporary Play Street Order**  
(Town & Police Clauses Act 1847)

**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. If you are not sure that these are the correct forms for your event please contact us at: [traffic@bristol.gov.uk](mailto:traffic@bristol.gov.uk)
2. **You must ensure that we receive your application at least 6 weeks before the date of the first event otherwise we will not be able to process it. To avoid disappointment please hand deliver or send your application by recorded delivery as lost or late applications are your responsibility and will not be processed.**
3. Please make sure you give all the information requested on the form. **To prevent delay you must enclose the following with your application:**
  - i) a street plan of your event (see section 2)
  - ii) a copy of your resident consultation letter (see section 4)
4. Bristol City Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of these conditions are not met:
  - i) you must pay to the council the full costs of any damage to the highway 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. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure(s).
  - 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) no closure must be of more than 3 hours duration.
  - v) an Order is made entirely for the purposes of children’s play and may not involve the placement of any structure on the highway during its use.
  - vi) no activity requiring any form of license (under the Licensing Act 2003) may be undertaken when this Order is in force.
  - vii) vehicular access and egress for residents/businesses must be maintained during any closure period.
  - viii) on–street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.

- ix) the road(s) may only be closed on the dates and times specified within the Order.
- x) all events must be under adult supervision.

I confirm that all the information I provide below is correct and that I am at least 18 years of age. I agree that Bristol City Council may distribute to third parties and use publicly any of the information provided within these forms. I understand that submission of these application forms indicates acceptance of the above conditions.

**Signed** → .....

**Date** → .....

## 1. Applicant details

Name of person (and organisation if applicable) → .....

.....

Contact address (incl. post code) → .....

.....

.....

Telephone number (daytime) → .....

Telephone number (evening) → .....

Email address → .....

## 2. Road closure details

Bristol City Council makes no warranty as to the suitability of the road for your event.

Name of road(s) to be closed → .....

.....

.....

Length of road(s) to be closed (if appropriate):

From → .....

To → .....

**Please supply a plan showing the exact extent of the closure.**

Please **specify** the dates and times that you propose to close the road(s) making it clear if this is to be a regular event. If you do not state specific dates we will not be able to process your application

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### 3. Barriers / diversion signs

You must provide and erect all appropriate signs and barriers necessary to effect the closure. This includes a 'Road Closed' sign and barrier at each point of closure, and any appropriate diversion signs for the alternative route, details of which will be supplied on the Legal Order. Also, each closure must be supervised and maintained at all times by a responsible and clearly identifiable adult.

Please contact us if you would like clarification of signing requirements.

What arrangements have you made for the erection and supervision of barriers and signs? A list of suppliers is printed at the end of this form.

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### 4. Public notification

You are required to consult with all affected properties by letter **using the template below**. A copy of the letter you have sent must be included with these forms. Please note that although you may provide supplementary information about your event, you **must use the wording in the template supplied**. If your letter contains different or amended wording you will be instructed to re-draft and re-send to all recipients.

**You must not instruct residents not to park on the road during the event as the road closure Order does not suspend or prohibit parking.**

Please give a brief list of properties affected. 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 ensure that when notifying multiple-occupancy buildings (eg blocks of flats), a letter is delivered to each separate residence.

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

Has there been any objection to your proposal?

→                YES                NO     (please circle)

Please contact us on the number below if you need assistance in resolving a concern or objection. Emergency Services will be notified of your proposed closures by Bristol City Council as part of the application process.

For more information on street play and Playing Out please visit [playingout.net](http://playingout.net)

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**Return your completed forms to us. Either ...**

1. Print, scan and e-mail to: [traffic@bristol.gov.uk](mailto:traffic@bristol.gov.uk)
2. By post, to: Highway Network Management  
(Highways, Temple Street)  
PO Box 3176  
Bristol City Council  
BS3 9FS
3. Drop off at our offices at 100 Temple Street. If you decide to do this, please do NOT use the postcode above. Our location is at the junction of Victoria Street and Redcliffe Way. Please drop off at the rear entrance.



Our office is open from 8am to 5pm Monday to Thursday and 8am to 4.30pm on Friday.

**If your application is successful you will be sent the Road Closure Notices no less than 1 week before the date of your first proposed closure.** You can check receipt of your application and monitor its progress by visiting

<http://www.bristol.gov.uk/page/transport-and-streets/road-closures-roadworks-and-events>

If you have any queries please write to the above address or e-mail: [traffic@bristol.gov.uk](mailto:traffic@bristol.gov.uk)

## Suppliers of barriers, signs and cones

<b>Name</b>	Complete Traffic Control	<b>Name</b>	Forest Traffic Signals
<b>Telephone</b>	(0800) 587 0908	<b>Telephone</b>	(01633) 850222
<b>Address</b>	Unit 11 Beehive Trading Estate Crews Hole Road Bristol BS5 8AY	<b>Address</b>	Forest House Fellnex Industrial Estate Broadquay Road Newport NP19 4PN

<b>Name</b>	Renteq
<b>Telephone</b>	(0845) 60 247 247
<b>Address</b>	Unit 6, Marston Park Tytherington Frome Somerset BA11 5BS

**Please note:** These details are provided to help the planning of your event but they do not constitute a complete list of traffic management equipment suppliers, neither does inclusion here imply any approval or warranty by Bristol City Council as to the goods and services offered.

To: Resident

From: .....

Address: .....

My tel. no: .....

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.....

My e-mail: .....

Date: .....

Dear Sir/Madam,

**Re: Proposed temporary Play Street Closure 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(s):

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

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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 marshalls 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(s).

Please direct any comments, queries or objections about this proposal to me in the first instance. If I cannot resolve your concern I will refer it to Bristol City Council's Network Management team on (0117) 9036857.

Many thanks in advance for your co-operation.

Yours faithfully,

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