



Wednesday, December 15, 2021

## Playing Out Application Form - St Albans District

We're delighted you want to play out in St Albans District

Please complete each section providing as much detail as possible to support your application. Further assistance and a sample pre-filled in form can be found at [www.sustainablestalbans.org/playingout](http://www.sustainablestalbans.org/playingout).

Once completed please press submit at the end.

Please note: once submitted, applications can not be edited.

Please double check these common application problems:

1. Max 8 dates per year
2. Max 1 per month
3. Max 3 hours per session
4. Daylight hours. We recommend no later than 4pm after the clocks go back in October, November and February and 3.30pm in December and January
5. You have consulted your street by letter (WhatsApp/Facebook messages are not sufficient).
6. Your map adheres to the requirements set out on our website including showing closure, diversion and a key. See [Steps to Playing Out](#) section F.

Playing Out St Albans District will receive your application and we will be in contact to discuss it further if necessary. We will submit the application to St Albans District Council on your behalf.

### Privacy Notice

Playing Out St Albans District is run by Sustainable St Albans (SSA). Sustainable St Albans will be the Data Controller for the personal data held about you by Playing Out St Albans District. We will process your Temporary Play Street Order (TPSO) application, managing your data in accordance with the SSA Privacy Policy <https://sustainablestalbans.org/data-protection/>

We will submit a (TPSO) application on your behalf to St Albans City and District Council (SACDC) using the data you submit in this form. The TPSO application data will be shared with Hertfordshire County Council Highways Department and Hertfordshire Constabulary as part of this process.

## Applicant Contact Details

**Name of the road you wish to close for Playing Out**

Type name of road here

**Lead Organiser**

Your Name

**Lead Organiser Address**

Your street address  
Your town/city, AL1 1AA

**Lead Organiser Email Address**

Type your email here

**Lead Organiser Phone Number**

01234567890

**Would you like to be added to the Playing Out mailing list to receive occasional newsletters about organising Playing Out and Street Parties in St Albans District. This is recommended to keep up to date with**

Yes

**Deputy Organiser 1 - Name** Their Name  
**Deputy Organiser 1 - Email Address** their@email.com  
**Deputy Organiser 1 - Phone Number** 01234678901

## Road Closure Details

If you wish to close different sections of you road on different dates, there are spaces below to describe details of each of additional section of road you would close

**Describe which part of the road you wish to close (Please be as specific as possible or put "whole road").Where different stretches are closed on different dates, this closure section of road will be known as Section A.**

My Street - High Street End

We'd like to close the section from the junction with High Street through to just before the junction with Grass Close. The diversion will be to go via High Street, Main Road and Hamlet Road.

**Additional road section to be closed on different date(s)(Please be as specific as possible). This closure stretch will be known as Section B**

My Street - Station Road End

We'd like to close the section from the junction with Station Road through to just before the junction with Lawn Close. The diversion will be to go via Station Road, Main Road and Village Road.

**Has the street had permission for a Street Party or Playing Out event before?**

Yes

**Estimated number of people attending the session?** 25

**Please give details of what consultation you have done with your street so far with regard to Playing Out.**

We consulted every resident on the street, including the newsagents on the corner. We put a letter through everyone's door with an explanation of our plans. We gave everyone 2 phone numbers and 2 email addresses and asked them to respond by 1st March. We had questions from two households, which we have answered, and supportive emails from 12 households. We organised a zoom meeting but nobody registered. We have a working group of 4 people.

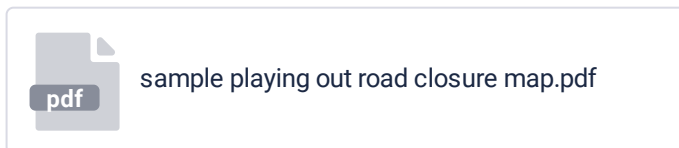
## Road Closure Map

You need to provide (a) map(s) of where you wish to close the road.

- Where multiple stretches of road are to be closed on different dates you must label them with Section A/B etc either on one map or with one map for each section.
- Use an online map system such as Google Maps or Ordnance Survey as a background - hand-drawn maps are not accepted.
- Clearly mark the closure and diversion on the map by hand or on a computer.
- Please check that your resultant road closure map shows street names, has a linking diversion route (unless cul-de-sac closure) and shows the road closure in a different colour from the diversion route.
- Please use a key to explain any annotations.

- Save or scan your file.
- Please submit the file as a PDF.

**Please attach (a) PDF map(s) of your closure(s). Please comply with detail above, particularly by showing diversion.**



## Road Closure Dates

Tell us the dates and times you want to close your road for Playing Out and the section you want to close on each occasion.

### Please note

- You can apply for up to 8 closures per year.
- Sessions can be between 1 and 3 hours long.
- Sessions must be in daylight hours. We recommend no later than 4pm after the clocks go back in October, in November and February and 3.30pm in December and January.
- Maximum one session per calendar month.

**Road Closure Date 1** Sunday, May 15, 2022

**Road Closure Date 1 Start Time** 03:00 PM

**Road Closure Date 1 End Time** 05:00 PM

**Road Closure Date 1: Section If you are closing different sections on different dates, which section will be closed on this date - A, B, C or D? [Leave blank if same stretch closed each closure]** A

**Road Closure Date 2** Sunday, July 17, 2022

**Road Closure Date 2 Start Time** 03:00 PM

**Road Closure Date 2 End Time** 05:00 PM

**Road Closure Date 2: Section If you are closing different sections on different dates, which section will be closed on this date - A, B, C or D? [Leave blank if same stretch closed each closure]** B

## Signage and Any Other Comments

### SIGNAGE

You must provide and safely erect all appropriate signs and barriers necessary to effect the closure. This includes a 'Road Closed' sign and barrier at each point of closure. Each closure point must be supervised and maintained at all times by two responsible and clearly identifiable adults.

Please contact us at [playingout@sustainablestalbans.org](mailto:playingout@sustainablestalbans.org) if you are unsure about this.

**PLEASE TELL US WHAT SIGNS YOU MIGHT NEED.**

If your street already has road closed signs (eg from previous street parties or Playing Out sessions) please let us know here. If not, and you would like us to loan signs to you street, please indicate here an estimate of how many 'Road Closed' and 'Road Ahead Closed' signs you are likely to need. We will be in touch with you about road signs once your application has been processed. Please note that whilst we aim to loan road closed signs to all Playing Out streets, we cannot guarantee this.

**In the space below, please tell us what signs you might need. Please confirm what arrangements you have made for the erection and supervision of barriers and signs. Do you have any additional questions in regards to this that we can help with? Please read the notes above before completing this question.**

We would be grateful for you to loan us road signs please. We expect to need 2 closed signs and 3 road ahead closed signs - 3 because when we close section A we will need to put two on Station Road and one further along My Street

## Declarations

### SUSTAINABLE ST ALBANS PRIVACY POLICY

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**I have read the Sustainable St Albans Privacy Policy and I am happy for Playing Out St Albans District (Sustainable St Albans) to share my data with St Albans City and District Council, Hertfordshire County Council and Hertfordshire Constabulary.**

Yes

### SAFEGUARDING

We all have a duty to report concerns about the abuse of children or vulnerable adults. As a playing out street co-ordinator, you may see something that causes you concern. Whether suspected or witnessed and depending on your level of concern you need to refer using one of the following options.

Your first point of contact might be the Playing Out Co-ordinator ([playingout@sustainablestalbans.org](mailto:playingout@sustainablestalbans.org)) or our lead safeguarding person at Sustainable St Albans, Dan Fletcher ([Dan.fletcher@sustainablestalbans.org](mailto:Dan.fletcher@sustainablestalbans.org), 07855 984735)

Alternatively, you can escalate your concerns to the following services.

- o ThePolice:999
- o Children's Services (including out of hours): 0300 123 4043
- o The Child Abuse Investigation Unit:via101.This is a specialist team within the police with countywide responsibility for undertaking child protection investigations.
- o Hertfordshire Safeguarding Adults Board: 03001234042 (24hoursaday)

**I confirm that I have read and understood the Safeguarding contact information.**

Yes

### TERMS AND CONDITIONS OF A TEMPORARY PLAY STREET ORDER (TPSO)

When we submit your TPSO application on your behalf, we will do so under the following TPSO Terms and Conditions. Please read them carefully and indicate that you are happy to comply with them.

Please note, Playing Out St Albans District cannot guarantee that an Order will be made.

Any Order made under this application will be revoked if any of these conditions are not met:

- i) you must pay to the County 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. You may wish to consider taking out Public Liability Insurance for the duration of your road closure(s).
- ii) no closure must be of more than 3 hours duration.
- iii) 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.
- iv) no activity requiring any form of licence (under the Licensing Act 2003) may be undertaken when this Order is in force.
- v) vehicular access and egress for residents/businesses must be maintained during any closure period.
- vi) on-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.
- vii) the road(s) may only be closed on the dates and times specified within the Order and should be left in the same state of cleanliness.
- viii) all events must be under adult supervision.

**I confirm that I agree with Terms & Condition of a TPSO**

**DECLARATION**

I confirm that the information contained within this document is accurate and correct to the best of my knowledge. I understand that Sustainable St Albans and Playing Out St Albans District cannot accept any responsibility for any aspect of my/our Playing Out sessions.

**I confirm I accept the above declaration.**

**Signature** Your Name

**Today's Date** Wednesday, December 15, 2021