

## **Pendle Borough Council Play Street Procedure**

### **1. Purpose**

This procedure sets out the process for planning, approving, operating, and reviewing Play Street events within Pendle. Play Streets are organised, applied for and operated by the community themselves. The role Pendle has is solely to apply for an Order to close the highway upon which the activity will take place. The operation and management of the event are the sole responsibility of the organisers.

A Play Street is an activity that takes place on a highway . It is a temporary closure of a residential street that creates a safe space for children, families, and neighbours to play, socialise, and build community connections. Play Streets are resident-led and resident operated initiatives that encourage active lifestyles, community cohesion, and safer neighbourhoods.

Not all roads will be suitable for Play Street sessions. Applications may be refused where the proposed closure would significantly disrupt traffic movement, public transport routes, emergency access, or planned highway works.

There are several ways in which a road closure may be applied for. Applications under the Road Traffic Act will need to be made to the Local Highways Authority which is Lancashire County Council. Pendle can only process applications made under the Police Town Clauses Act.

This form should accompany the completed application form.

### **2. Procedure for organising a Play Steet**

#### **2.1 Community engagement**

Residents wishing to organise a Play Street should first engage with neighbours and affected residents to gauge support or not for the activity and identify any concerns.

Useful templates and guidance can be found through the [Playing Out](#) website.

Before submitting an application, residents should:

#### ***Agree a Proposed Date and Time***

- Applications for road closures must be submitted at least six weeks before the first proposed session.
- Play Street closures may only operate for a maximum of three hours per session.

#### ***Identify Volunteers and Marshals***

Volunteers are essential to the safe operation of Play Streets. Marshals will be required to:

- Staff each road closure point throughout the event;
- Redirect vehicles safely;
- Facilitate resident vehicle access where required; and
- Warn participants when vehicles are entering the street.

Marshals are not responsible for supervising children. Responsibility for children remains with parents or guardians at all times. This must be clearly communicated before and during the event.

### ***Nominate an Organiser***

One named organiser must be identified to:

- Coordinate the event;
- Act as the main point of contact; and
- Submit the road closure application.

## **2.2 Permissions and Approvals**

Once local support has been established and a date agreed, the organiser must apply for a legal road closure.

As part of the application process, the organiser must provide evidence of:

- Consultation with all affected residents and businesses;
- How concerns raised have been addressed; and
- A completed risk assessment.

All affected residents and businesses must be notified in writing.

Road closure permissions can be obtained through either:

- Temporary Traffic Regulation Order (TTRO). Administered by Lancashire County Council Highways. Charges may apply.
- Town Police Clauses Act 1847 (TPCA). Administered by Pendle Borough Council. There is no application fee; however, conditions apply (see Appendix One).

TPCA applications must normally be submitted at least 6–8 weeks before the proposed event date.

One TPCA application may cover a series of Play Street events on the same street.

The TPCA application form is available at: Pendle Borough Council will:

- Assess applications and apply for Closure Orders for applications that are acceptable.
- Consult with Lancashire County Council, Lancashire Constabulary and other relevant agencies; and
- Determine whether a Closure Order should be made..

### **2.3 Insurance and liability**

Organising an event on the public highway may expose organisers to claims relating to injury, loss, or damage arising from the event.

This type of activity is unlikely to be covered by standard household insurance policies. Pendle Borough Council therefore recommends that organisers obtain public liability insurance with a minimum indemnity value of £5 million.

Pendle Borough Council accepts no liability for injury, loss, or damage arising from the organisation or operation of a Play Street event which are events organised and operated entirely by residents.

Although public liability insurance is not mandatory, organisers will be required to indemnify the Council against all claims, demands, actions, or proceedings arising from the event.

Organisers should encourage all participants to respect neighbouring residents, property, and the local environment.

Parents and guardians must be reminded:

- In writing before the event; and
- Verbally during the session

that they remain responsible for their children at all times.

### ***Additional Considerations***

#### ***Road Safety***

Children should understand that roads are not normally safe places to play and may only be used for play during authorised Play Street sessions with road closures and marshal supervision in place.

#### ***Noise***

Noise levels should be managed appropriately to minimise disturbance to nearby residents and businesses.

## **Fire Safety**

Organisers should have a clear emergency plan and ensure emergency vehicle access can be maintained at all times.

## **2.4 Signage and barriers**

To ensure that the road closure is completed safely, signage and barriers will need to be in place to make drivers aware.

Signs will need to be clearly displayed at the entrances to the Play Streets clearly indicating that an activity is in progress. .

Residents are advised to purchase cones to put out on the street. Official highways 'Road Closed' signs can be used.

Organisers will be responsible for storing their own signage and barriers between events.

## **2.5 Risk Assessment**

A risk assessment must be completed before the event takes place. It must be submitted with the application to close the road.

The purpose of the assessment is to:

- Identify potential hazards;
- Evaluate the likelihood and severity of risks; and
- Implement suitable control measures to reduce risks to an acceptable level.

Hazards are anything with the potential to cause harm, while risk refers to the likelihood of harm occurring.

Where possible, hazards should be removed entirely. Where this is not reasonably practicable, appropriate mitigation measures must be introduced.

Risk assessments should:

- Be completed in writing;
- Be proportionate to the scale of the event; and
- Be retained by the organiser for reference if required.

## **2.6 Operating the Play Street session**

The operation of a Play Street is the sole responsibility of the organisers. Before the event begins, the organiser must brief all marshals on:

- Their responsibilities;

- Traffic management arrangements;
- Emergency procedures; and
- Communication methods.

All marshals should wear high-visibility clothing.

Occasionally, motorists may object to the road closure. Marshals should remain calm, avoid confrontation, and contact the organiser or emergency services if necessary.

## **2.7 Managing the Road Closure**

During the Closure

At the start of the session, organisers must ensure:

- Road closure signs are positioned clearly and simultaneously where practicable;
- Barriers are suitable for the width and layout of the road;
- Emergency access can be provided immediately if required;
- Marshals remain at closure points throughout the session;
- Resident and emergency vehicle access is maintained at all times;
- Any permitted vehicle movements occur at walking speed only;
- On-street parking remains available; and
- Parents and guardians are reminded of their responsibilities for supervising children.

Unauthorised vehicles entering the closure area may be committing an offence. Where safe to do so, organisers may record vehicle registration details and report incidents to the police.

## **Reopening the Road**

At the end of the session, organisers must:

- Inform participants that the road is reopening;
- Remove all play equipment, signs, and barriers;
- Clear litter and restore the street to its previous condition; and
- Reopen all closure points simultaneously where practicable.

## **3. Roles and Responsibilities**

### ***3.1 Play Street Organiser***

The organiser is responsible for:

- Running the event. Submitting applications within the required timescales;
- Liaising with residents and Pendle Borough Council;
- Coordinating volunteers and marshals;
- Completing and submitting risk assessments;
- Ensuring appropriate signage and safety equipment is available; Maintaining emergency access routes;
- Recording incidents, complaints, and feedback; and
- Ensuring compliance with all approval conditions.

### **3.2 Marshals**

Marshals are responsible for:

- Attending briefing sessions;
- Wearing high-visibility clothing;
- Managing vehicle access points safely;
- Allowing immediate access for emergency vehicles;
- Supporting safe participation during the event; and
- Reporting concerns or incidents to the organiser.

Marshals must not place themselves at risk when managing traffic.

### **3.3 Pendle Borough Council**

The Council will:

- Review TPCA applications;
- Consult with Lancashire County Council, the police and other stakeholders where appropriate;
- Approve and issue temporary road closure permissions under relevant legislation;

Provide organisers with the terms and conditions (Appendic 1)

## Appendix One

### Terms and Conditions for TPCA Play Street applications.

**Your road may not be suitable for playing out. We may refuse your application if it will have a significant impact on traffic or if it's on a non-residential road. Read the below terms and conditions carefully before continuing with your application.**

#### **You must:**

- make sure that we receive your TPCA application at least 6 weeks before the date of the first event otherwise we won't be able to process it
- make sure you give all the information requested on the form –
- attach a street plan of your event and a copy of your resident consultation letter to prevent delays

**Pendle Borough Council cannot guarantee that a temporary road closure will be made and any application will be revoked if any of the following conditions are not met:**

- If needed 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.
- No closure can last longer than three hours.
- A TPCA 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.
- No activity requiring any form of license under the [Licensing Act 2003](#) may be undertaken when the TPCA is in force.
- Access for vehicles, residents and businesses must be maintained during any closure period. Marshals must ensure that this operates safely.
- The road or roads may only be closed on the dates and times specified within the TPCA.
- Each closure must be supervised at all times by a responsible and clearly identifiable adult.
- Parents or guardians are responsible for the welfare of the children at all times, this is not the responsibility of the marshals

### **Safety Requirements**

The following safety principles apply:

- Emergency access must be maintained at all times
- No obstruction shall prevent emergency response

- Children remain the responsibility of parents or guardians
- Activities must be suitable for the environment
- Volunteers shall not place themselves at risk when managing traffic

### **Risk Assessment**

A risk assessment shall include consideration of:

- Vehicle access
- Emergency access
- Slips, trips, and falls
- Weather conditions
- Safeguarding concerns
- Manual handling of barriers
- Crowd management
- Noise and nuisance

### **Resident Notification**

The organiser shall:

- Consult with all residents on the affected street(s)
- Notify all affected residents and businesses in writing
- Provide event date, time, and contact details
- Explain access arrangements
- Provide information on emergency access

Notification should normally be issued a minimum of 14 days before the event.

### **Event Preparation**

Before the event begins, the organiser shall ensure:

- Road closure signs and barriers are in place
- Marshals are present at access points
- Emergency access routes are clear
- First aid provision is available where appropriate

- A weather assessment has been completed
- Communication methods are established between volunteers

Recommended equipment includes:

- High-visibility vests
- Road closure barriers
- Cones and signage
- First aid kit
- Mobile phones
- Incident log sheet

**Cost**

A TPCA application is free. However there may be costs associated to the hiring of barriers and signs, which will need to be covered by the residents.

I understand that submission of this application form indicates acceptance of the above conditions.

I confirm that all the information I will provide in this form is correct.

I confirm that I am at least 18 years of age.

**Signed:**

**Date:**

**Play Street scheme:**