



PLAY STREETS

What are Play Streets?

Play streets sessions are short, resident-led road restrictions to help neighbours to play safely and freely outside their own front door. Lower Hutt residents living on streets without much traffic who want to take advantage of the play areas right outside their doors for street parties and play can do so by completing the application. Local children who take part will need to be supervised by their caregivers. It's not just for kids, but a chance for neighbours of all ages to meet and build a neighbourhood. Making play easier and closer to home is a great way to increase activity levels and bring people together.

How does it happen?

- Contact the Active in the Hutt Team, active@huttcity.govt.nz
- Confirm your street meets the guidelines listed in the Low Risk Checklist (Pg 3 and 4)
- Consult with neighbours, 75% of residents affected must support the road restriction
 - Evidence needed, this can be documented on paper, through a social media platform or other source.
- Apply for road restriction
 - Community Road Closure Request Form included
- Plan with your neighbours
- Review health and safety documents with
 - volunteers at the closure(s)
- Arrange for play gear
- Have a great time!



Completed applications should be handed in at least one month prior to the event date.



PLAY STREETS

APPLICATION FORM

APPLICATION FOR RESTRICTION OF ROAD SPACE FOR A TEMPORARY EVENT

NOTES ON THIS APPLICATION FORM

- Play Streets is part of a wider strategy to encourage physical activity and literacy.
- This application form and supporting guidance document has been developed by Waka Kotahi NZ Transport Agency in partnership with Sport NZ with input from Auckland Transport, Palmerston North City Council and Hutt City Council.
- This guidance has been developed to enable and encourage Play Streets events and will also support traffic management coordinators to be confident that risks of Play Streets events have been adequately assessed and managed.

MORE INFORMATION ON PLAY STREETS, INNOVATING STREETS FOR PEOPLE, AND COPTTM CAN BE FOUND HERE:

Sport NZ: <https://sportnz.org.nz/focus-areas/play/>

Innovating Streets: <https://www.nzta.govt.nz/roads-and-rail/innovating-streets/>

CoPTTM (Code of Practice for Temporary Traffic Management): <https://www.nzta.govt.nz/resources/code-temp-traffic-management/>

PART A: APPLICANT(S) AND KEY CONTACTS

Date of application:	
Details of organisation / person (Play Streets host)	Name:
	Phone Number:
	Email:
Person making this application (if different from above)	Name:
	Phone Number:
	Email:
Person responsible for setting up and overseeing the event (if different from above)	Name:
	Phone Number:
	Email:
Emergency contact person responsible for health and safety at the event (if different from above)	Name:
	Phone Number:
	Email:

PART B: EVENT DETAILS

Event name:	
Location of event – name of the road and street numbers where the activity or event taking place	
Description of event and types of activity that will occur	Purpose of event:
	Types of activity:
	Estimated number of people:
Date of event or activity	Proposed date:
	Alternate date:
Time of event or activity	Set up time:
	Official event time:
	Pack out complete time:
Is this for a series of events or regular event? If so, please provide details – such as how often the event would be held (eg. once per month or weekly)	
Have local residents and any businesses been notified or the dates / time and details of this event? Please provide details or attach any supporting documentation	

PART C: PLAY STREETS LOW RISK CHECKLIST

Does your street sound like this?	Yes	No	Further guidance
Not much traffic – particularly at the time of day or week that you want to hold the event?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> This generally means fewer than an average of 1,000 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 Your local council will be able to give you guidance on this
Typically has lower traffic speeds	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> Typical traffic speeds should be less than 50 km/h and the speed limit signposted at 50 km/h or less
Not a key connecting or through route for wider traffic	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> The street should be classed as a Level 1 road or under by the Council; or Classified under the One Network Road Classification as an access or secondary road If it is a secondary road, then there should be an alternative route Your local council will be able to give you guidance on this
Not a bus route; Buses do not use the street on the time / day of the event	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> No scheduled public bus services use the road on the day and time of the event
Not typically used by emergency vehicles	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> Not a critical route to a hospital or usual route for Police, fire or emergency

Is the location of the event	Yes	No	
Easily seen by traffic from a reasonable distance?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> • Visibility of the event is not obscured e.g. by a corner, trees or a hill; and • Location of the event is set well back from intersections e.g. 100m if the closure point is on an intersection or 50m if the closure point is set back from an intersection; and • Event is not located on an intersection controlled by traffic lights
Not in a location which businesses or a lot of residents might want to get access through?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> • Generally 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


Will the event?	Yes	No	
Mainly be for people that live on the street or closeby?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> • Play Streets events should be aimed at local people, that live on or near the street
Be during daylight hours or in a location with good lighting?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> • Play Streets should have good visibility, so are typically during daylight hours • If not during daylight, then there should be good lighting available to ensure that the event is well lit and visible to any traffic
Be for a limited amount of time?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> • Play Streets are typically for a day or less, 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?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> • All other normal regulations and bylaws still need to be complied with such as council bylaws for noise, alcohol and dogs • Your local council will be able to give you guidance on this
Be supported by other people living on the street?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> • 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

If the answer to any of these questions is no, please provide details:

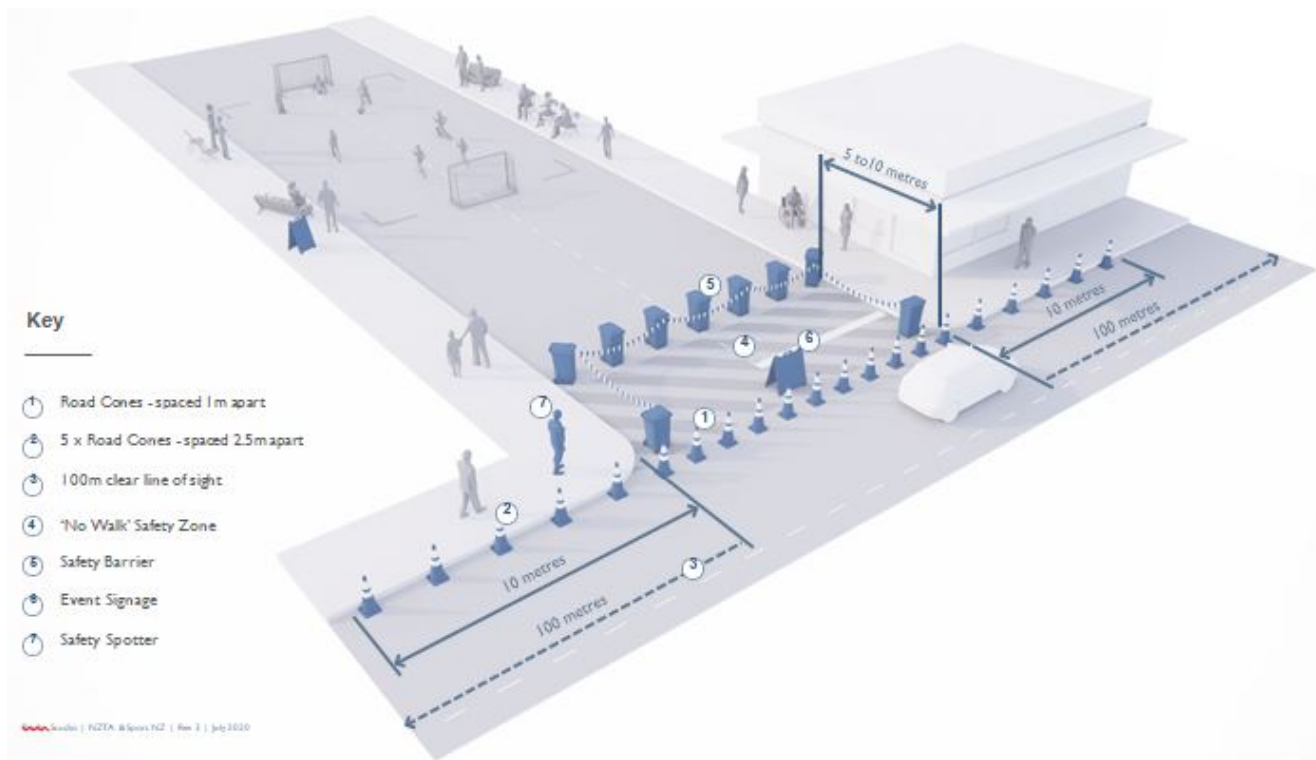
PART D: SITE SET UP PLAN

Please select your preferred road closure option (A, B, C, or D) from the included images and draw a rough site plan / map including

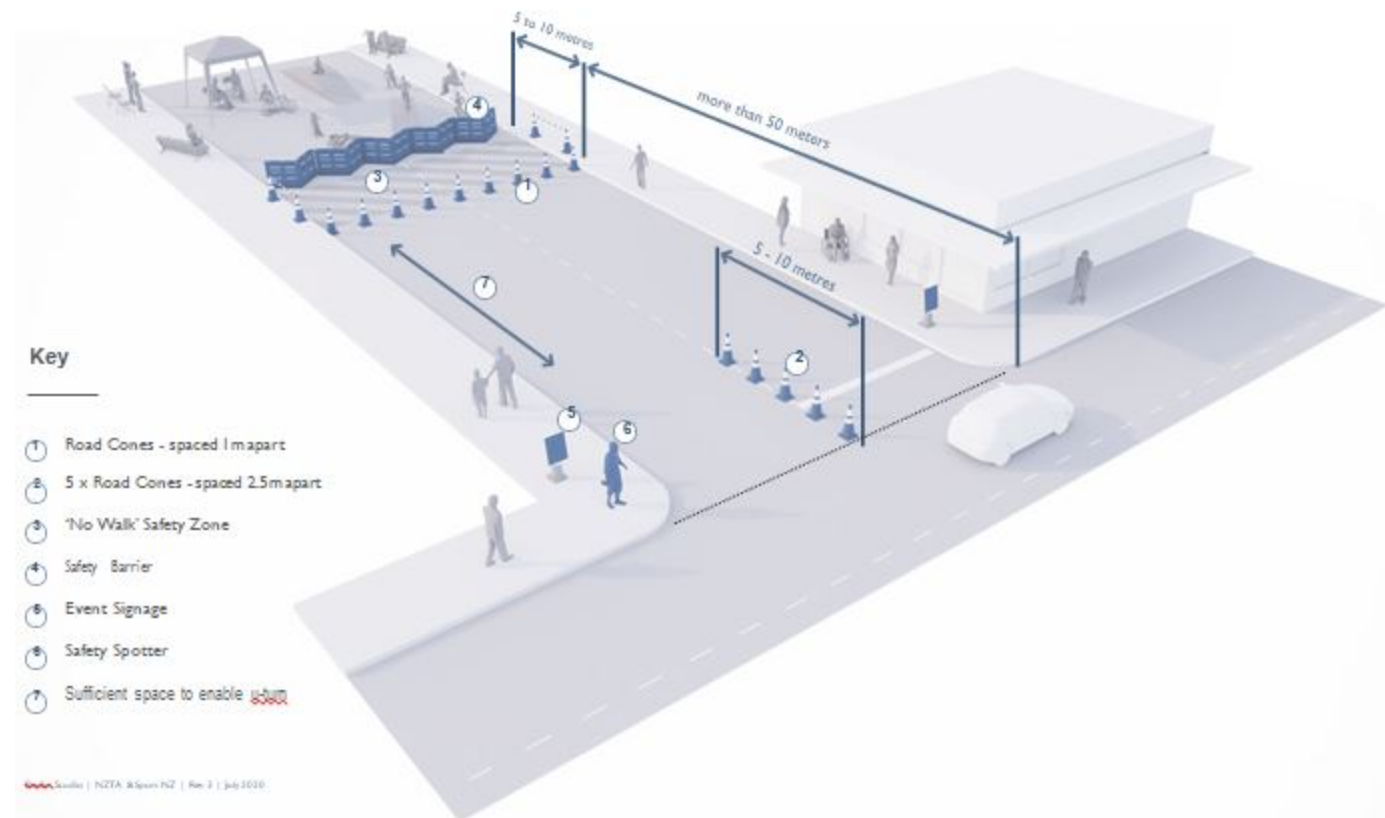
- Location of the closure(s)
- Closure materials to be used eg, cones, signs, wheelie bins etc
- Location of people responsible for managing safety and vehicles
- Emergency vehicle access
- Area to be restricted to vehicles
- Access for local residents during the event.



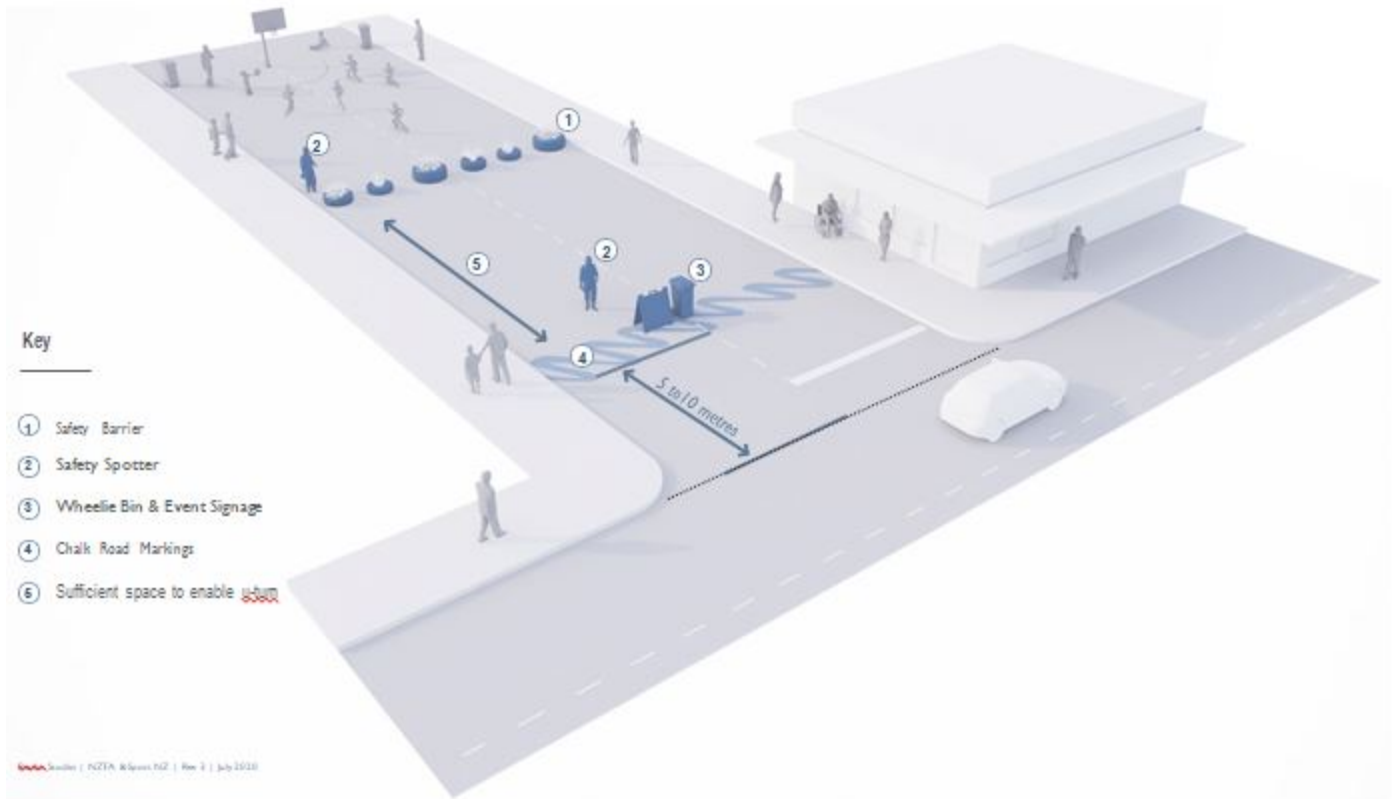
Option A_ Road closure at intersection- Busier road or intersection



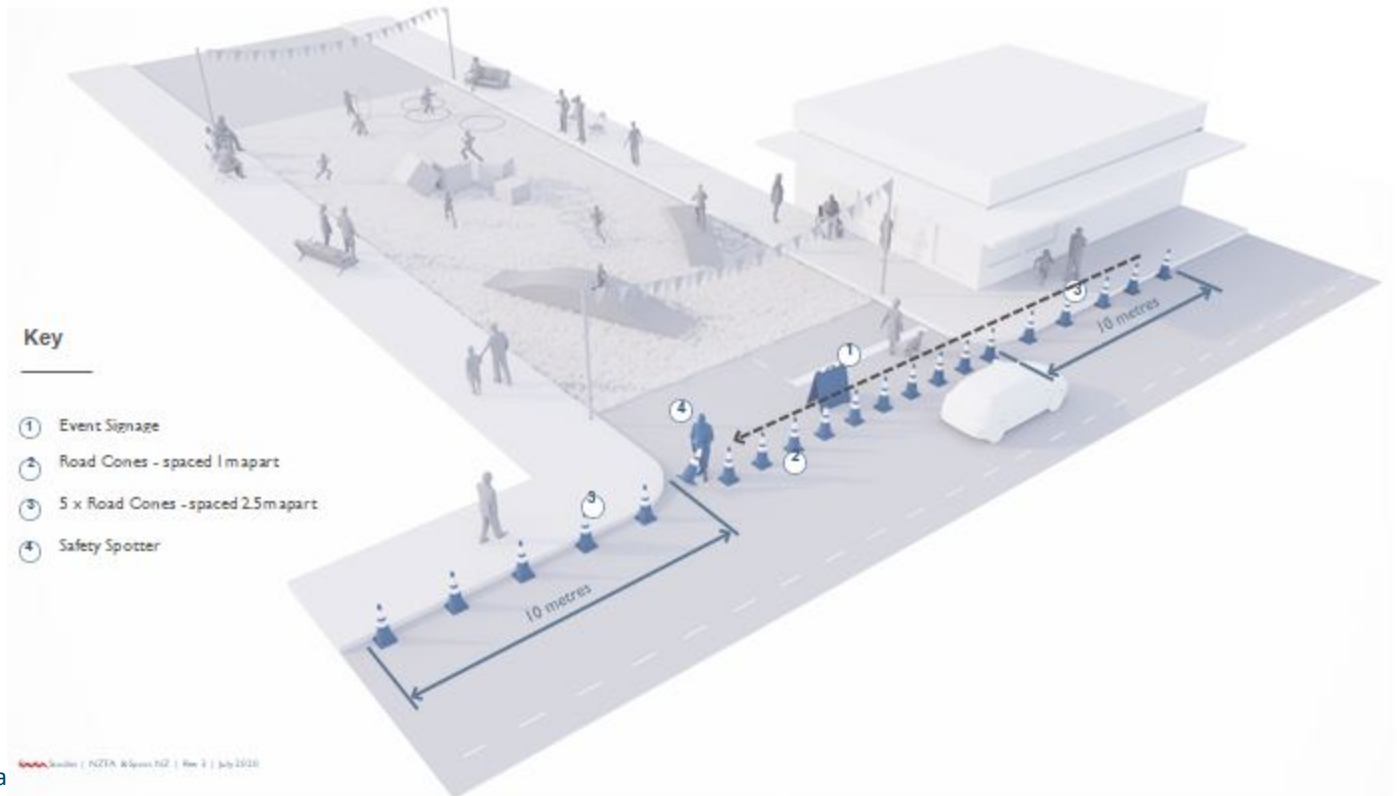
Option B_ Road closure set back from intersection- Busier road



Option C_ Road closure set back from intersection- Quieter road



Option D_ Road closure at intersection- Quieter road



Pla

PART E: GENERAL TERMS, CONDITIONS AND GUIDANCE

- The organiser of the event is responsible for ensuring that all other normal regulations and bylaws and legal compliance still need to be complied with such as council bylaws for noise, alcohol and dogs.
- Closing off part of a street as per this application provides a traffic exclusion zone for community events in line with the principles of CoPTTM. This is to be considered a 'road closure' for the purposes of the event but has no legal status and it is the responsibility of the organising party to ensure all affected persons and properties are effectively consulted with prior to the intended event date.
- The organiser of the event is responsible for ensuring that space must be available within the closure area for emergency access and egress, this area can be occupied as part of the event/activity but must be able to be cleared immediately if required.
- The organiser agrees that NZ Police and/or the council representative have the authority to cancel close down or stop the community closure and activities within the closure at any time.
- High visibility garments and suitable enclosed footwear must be worn when operating as a community traffic marshal within the road corridor.
- All unloading of equipment must be done from a legally parked position.
- Personnel undertaking this activity are required to move to avoid any moving vehicle and must not expect drivers to give way.
- Once in place, a responsible marshal must be within sight and easy access of the closure point(s) at all times.
- Marshals are expected to be vigilant and actively monitor vehicle activity and resident access requirements throughout the duration of the activity.
- These requirements do not replace the applicant's own health and safety policies or plans and a risk and safety plan should be developed for the event and held on site.
- If at any time it is considered that safety of those on the road has been compromised, the event activities must cease and remove all equipment from the road corridor before reopening the road
- All personnel undertaking the abovementioned activity shall be familiar with, and understand, the intentions and requirements of this plan.
- Any persons involved in this activity 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 safety of this operation.

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 compliance with the terms, conditions and guidance in this application	Name:
	Signature:
	Date:

PART F: REVIEW AND APPROVALS BY COUNCIL

Date of approval:	
Details of organisation	Name:
	Phone Number:
	Website:
Person approving this application	Name:
	Phone Number:
	Email:
<p>Approval of this application authorises the use of any regulatory signs included in the attached diagrams. This application is approved on the following basis:</p> <p>To the best of the approving TMC's judgment this application satisfies the principles of CoPTTM.</p> <p>This plan is approved on the basis that the activity, 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.</p> <p>The application, including risk and safety plan provides so far as is reasonably practicable, a safe and fit for purpose low risk TTM system for assessment and management of risk.</p> <p>The organiser for the activity is reminded that it is their duty to postpone or cancel any closure due to adverse traffic, weather or other conditions that affect the safety of this closure.</p> <p>The organiser confirms acceptance of the general terms, conditions and guidance for Play Streets as outlined in PART E of this document.</p>	



PLAY STREETS

Final Checklist

Have you:

- Made contact with the Active in the Hutt Team, active@huttcity.govt.nz to discuss your application
- Confirmed your street meets the guidelines listed in the Low Risk Checklist (Pg 3)
- Consulted with neighbours
 - Evidence needed, this can be documented on paper, through a social media platform or other source.
- Completed the application for road restriction
 - Community Road Closure Request Form
- Reviewed the health and safety documents

If yes, then submit the documents at least 1 month before your event and we will be in touch as soon as possible.

