**ACTIVE STREETS – STREET PLAY APPLICATION FORM**

**Please ensure that you have read the Street Play Policy prior to filling in this application form.**

We accept applications all-year round, however, we ask that applications are submitted 25 working days prior to the proposed ‘Street Play’ session date(s), and we aim to process application within 20 working days.

***Please note:*** *‘Street Play’ applications cannot be used to apply for filming, to hold an event or street party. If you would like to film, hold an event or street party, please*[*apply*](https://www.westminster.gov.uk/apply-to-film-or-hold-event) *at:* <https://www.westminster.gov.uk/city-promotions-events-and-filming/filming-and-photography-westminster>

**Street Play Applicant Information**

We can only consider applications from resident(s) of the street(s) where the ‘Street Play’ sessions are proposed to take place.

**Full Name of Lead Organiser**

**Email of Lead Organiser**

**Mobile of Lead Organiser**

**Full Postcode**

**Location, Date(s) and Time(s)**

***Please note:*** *Most residential streets are suitable for ‘Street Play’ sessions; however, some might****not****be and we can****only approve****applications providing the following applies:*

* *There is no planned highway or footway maintenance at specified location(s) on the proposed session dates/times.*
* *There is no other planned event on the on the proposed session dates/times.*
* *There is no significant effect on vehicular access and/or movement on surrounding roads.*
* *And/or any other activities that require traffic management.*

**Street Name**

Must be the same as your residential address.

**Date(s) and Times**

***Please Note:*** *‘Street Play’ sessions can* ***only*** *be held during daylight hours and are typically up to 3 hours.*

***Please Note:*** *Residents can make more than one application during the year but cannot exceed three Street Play sessions on their selected road within a 12-month period (e.g., for different days/times)*

**Dates**

*Please provide a maximum of 3 dates and times*

|  |  |  |
| --- | --- | --- |
| **Date** | **Start Time** | **Duration** |
|  |  |  |
|  |  |  |
|  |  |  |

[ ]  *Please tick this box if there are no applicable dates and time.*

**Requirements**

* We /I will utilise Playing Out’s leaflet and consultation letter template (a simple leaflet and letter explaining what ‘Street Play’ sessions are), which should be delivered to all households/buildings in the street, where the proposed ‘Street Play’ sessions are to take place.
* We /I will adhere to any advice and procedures on street closure layout, any signage (Playing Out provide advice on how to get road closure signs) and/or barrier requirements for any ‘Street Play’ sessions.
* We/I will ensure that any signs and/or barriers erected during ‘Street Play’ sessions must be removed immediately if required for access for emergency services or other residents.
* We /I follow the safety guidelines in Playing Out’s Manual for Organisers (particularly pages 11-12 and 14-16) and the Steward Briefing for all ‘StreetMakers’ (stewards/parents/volunteers).
* We /I will utilise Playing Out’s Car Notice Template, which is a simple notice letting car owners know that ‘Street Play’ sessions will be taking place (this is only applicable for streets that would like to ask car owners to move their cars for the duration of the sessions).
* We /I will complete a Risk-Benefit Assessment for the ‘Street Play’ activities, which should cover the duration of the sessions.
* We /I will sign and return the reasonable indemnity form prior to any ‘Street Play’ sessions taking place.

[ ]  *Please tick this box to confirm that you understand and agree to the requirements above.*

**Recommendations**

* ActiveWestminster and Westminster City Council strongly recommend that you should take out Public Liability Insurance to cover the duration of the ‘Street Play’ sessions.

[ ]  *Please tick this box to confirm that you understand and agree to the recommendation above.*

**Declaration**

* All ‘Street Play’ sessions will be facilitated by ‘StreetMakers’ (stewards/parents/volunteers
* Parents/guardians remain responsible for their children, young people and families at all times during ‘Street Play’ sessions.
* This application is entirely for the purposes of children, young people and families play and will not involve the placement of any structure on the highway.
* That no activity requiring any form of license (under the Licensing Act 2003) may be undertaken for the duration of the ‘Street Play’ sessions
* Westminster City Council reserves the right to cancel any ‘Street Play’ session if the sessions are not implemented in accordance with the requirements or are not managed in a safe and appropriate manner.

**Date**

[ ]  *Please tick this box to confirm that you understand and agree to the declaration above.*

Once complete, please send the form by email to: active@westminster.gov.uk or by post to the following address:

**ActiveWestminster - School Street Application**

**The Pavilion - Paddington Recreation Ground
Randolph Avenue, Maida Vale
London W9 1PD**

*Last updated December 2023*