

# PLAYING OUT GUIDANCE ON APPLICATIONS

Temporary Play Street Order  
(TPSO)





# What is a Playing Out Session?

## 1 SUMMARY

A 'Playing Out' or 'Play Street' session is a resident-led temporary road closure for the purpose of children's free play. The road is closed to through traffic, with cars being diverted. Suitable 'Play Streets' are preferably quiet residential roads. Playing Out sessions are between 1 and 3 hours during daylight hours and can be one-offs or regular. You can apply for up to eight sessions per year.

## 2 THE ORGANISER

Playing Out sessions are planned and organised by you – neighbours, parents, anyone who wants to bring their community together.

There must be a lead person from the street who applies for the **Temporary Play Street Order** (TPSO) on behalf of the residents. This person, the Lead Organiser, is also the main contact for all session matters. The Lead Organiser will also be required to name a Deputy, as a secondary contact.

## 3 THE SCHEME

**Playing Out** is a Bristol-based organisation who originated the idea and are now supporting people to do it across the UK. The manual and short films on their website provide a step-by-step guide to getting play street sessions started - see [www.playingout.net](http://www.playingout.net).

Locally, **Playing Out St Albans District** (part of the charity Sustainable St Albans) supports the scheme. For more information <http://sustainablestalbans.org/playingout/> or email [playingout@sustainablestalbans.org](mailto:playingout@sustainablestalbans.org)

# What permissions and licences are needed?

## 4 TPSO

You need to apply for a Temporary Play Street Order (TPSO) to gain permission to close your road. The application must be submitted to Playing Out St Albans in accordance with the deadlines published on <http://sustainablestalbans.org/playingout/>. Applications take up to 8 weeks to process from those dates. You can apply for multiple TPSO dates at once. Playing Out St Albans will check the application before submitting it to St Albans City & District Council.

A TPSO is for the purpose of children's free, informal play. It may not involve the placement of any structure (e.g. bouncy castle or stalls) on the highway during its use.

## 5 INSURANCE

St Albans City & District Council do not require you to take out third party insurance for the purposes of Playing Out.



However you will, of course, be responsible for the safety of your event and so you may choose to take out insurance even though it is not legally required.

In practice Playing Out sessions are very low risk but we do strongly advise you carry out a risk assessment (see 6).

In advance we recommend you think about minimising risk from traffic, games, weather etc.

## 6 RISK ASSESSMENT

A formal risk assessment is not a legal requirement for a residents' event such as this. However, we would recommend doing a simple risk/benefit exercise, to help think it through and for your own peace of mind.

You can find a good example of a risk assessment on the Playing Out website

<http://playingout.net/useful-stuff/>



# What do I need to do on the day?

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## BARRIERS & SIGNS

The Lead Organiser must ensure that suitable barriers and signs are in place for the Playing Out sessions which clearly show that the street has been closed and ensure the space is safe. Playing Out St Albans can advise on this and might even be able to lend kit. All barriers should be clearly visible to approaching motorists before they enter the road to avoid congestion in confined areas.

Vehicle access at walking speed for emergency services, residents and businesses must be maintained during any closure period and supervised by a responsible adult.



Helpful kits can be purchased from Playing Out's website. Some Road Closed signs are available for loan from Playing Out St Albans.

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## STEWARDS

Stewards will normally be residents from your street, who will be responsible for dealing with cars and keeping the area safe. You must have a sufficient number of stewards available for the sessions to go ahead. Stewards should wear suitable high-viz vests and a whistle. Please ensure that stewards are fully briefed using the 'Stewards briefing' from <http://playingout.net/useful-stuff/>

There should be two stewards at each road closure point to re-direct traffic and escort, at a walking pace, vehicles that need to get in or out of the street during a Playing Out session.

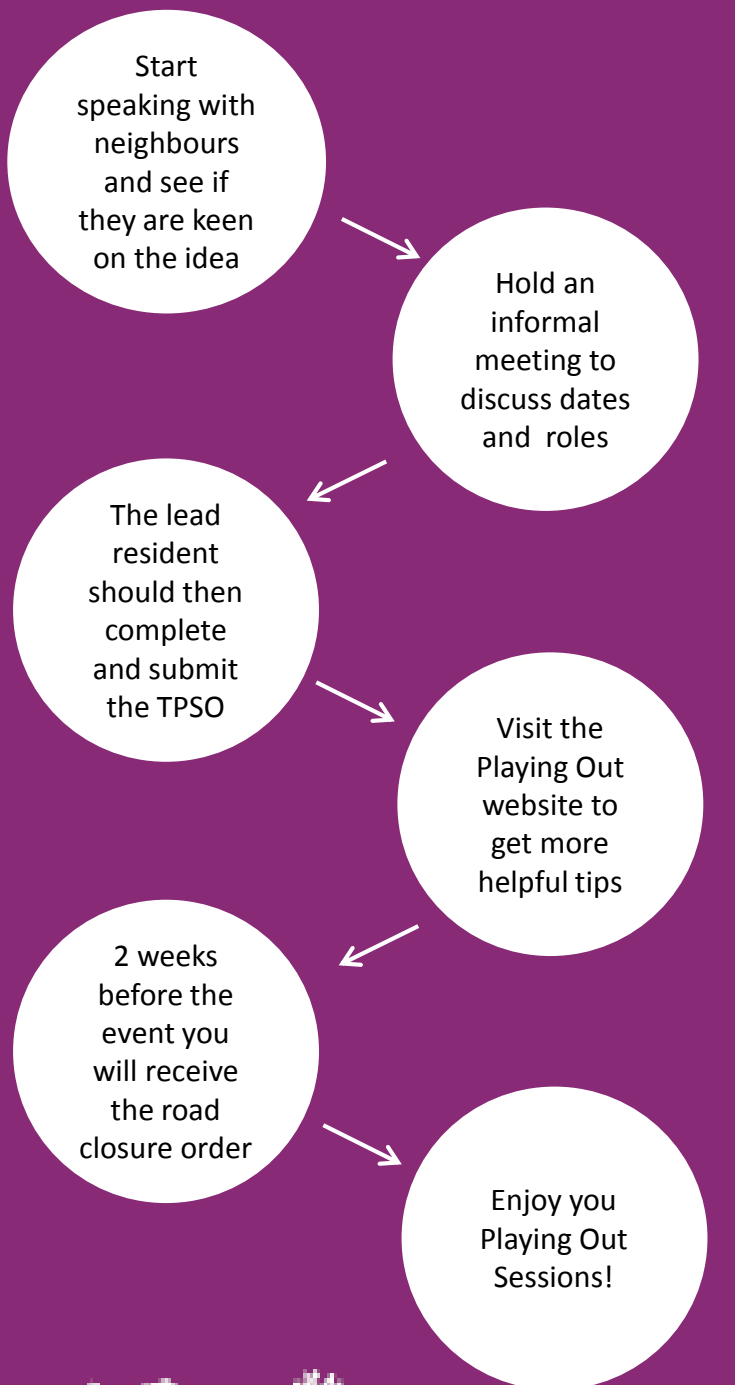
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## CLEANING

You will need to clean up after your event. It is your street so keep your local area clean and tidy.

Please ensure the clean up process is undertaken whilst the road is closed and all signage is removed after the event.

# Application Process



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## GETTING STARTED

Inviting people face to face is the best way to get them involved.

The lead organiser must also send a consultation letter to all residents and businesses on the street to be closed and to all residents and businesses accessed from within the closed area.

A template letter is available from our delivery partner Playing Out St Albans, please email [playingout@sustainablestalbans.org](mailto:playingout@sustainablestalbans.org)



# FAQs

## 1. How is it different from a street party?

### The main differences are:

- It does not need to be a one off event, you can hold up to eight sessions each year. The road is closed to through traffic, but residents have access and don't have to move parked cars
- The sessions have to be 'stewarded'
- The emphasis is on free, child-led play (not organised food and activities)
- The duration is shorter (1-3 hours)

## 2. What if I want to cancel a session?

If you decide not to go ahead eg due to bad weather or lack of stewards, that is fine. Try to let people know, perhaps via email or a street Facebook or Nextdoor group.

## 3. What if I want to change the timings?

If you want to close for a shorter time, within the slot you have permissions for, that is fine – just let your neighbours know. To change the timings or days completely, a new application needs to be submitted.

## 4. Who do I contact for further support regarding my application?

### Playing Out St Albans

W: [http:// sustainablestalbans.org/playingout/](http://sustainablestalbans.org/playingout/)

E: [playingout@sustainablestalbans.org](mailto:playingout@sustainablestalbans.org)

## 5. Are parents responsible for their own children?

Yes, parents remain responsible for their own children's safety and actions. This should be made clear in all publicity and letters to neighbours.

## 6. When do I apply for a TPSO?

Playing Out St Albans and St Albans City and District Council set regular deadlines for TPSO application submissions. Please see <http://sustainablestalbans.org/playingout/forforthcomingdeadlines>. Applications take up to 8 weeks to process from those dates. You can apply for multiple Playing Out session dates at once.

## 7. What if the lead resident becomes unavailable?

A suitable resident who is willing to take on the role will need to notify Playing Out St Albans of the change.

## 8. What if a resident wants to get to their property?

The road is closed to through traffic, however stewards will escort, at a walking pace, vehicles that need to get in or out of the street during a Playing Out session.

## 9. Can the session still go ahead if it is raining?

Definitely! We have found that children generally love the chance to get their wellies on and play out in the rain.

## 10. When can I hold Playing Out sessions?

We recommend they take place at a weekend or after school. The maximum time for the closure is 3 hours and the street may only be closed during daylight hours. There can be up to 8 Playing Out sessions per road, per calendar year.

## 11. Is there an age limit?

No! Everyone in the street can get involved - including older residents and those without children. Why not bring cups of tea outside and get to know your neighbours a bit better?

For more FAQs please visit

<http://playingout.net/how/faqs/>



# To apply for your Temporary Play Street Order please visit

[www.stalbans.gov.uk/playingout](http://www.stalbans.gov.uk/playingout)

Playing Out St Albans will be in touch following  
submission of your application.

If you would like any assistance or advice before  
applying, they would be happy to assist and are  
available at:

[playingout@sustainablestalbans.org](mailto:playingout@sustainablestalbans.org)

