



Guidelines for restricting traffic for Play Street events

Guidance for councils on how to enable neighbourhoods to temporarily restrict traffic on low-risk streets for play activities

This guidance is aligned to the risk mitigation principles of the Waka Kotahi NZ Transport Agency Code of Practice for Temporary Traffic Management.

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Purpose of these guidelines

This document provides guidance for councils on how to enable neighbourhoods to temporarily restrict traffic on low-risk streets for play activities.

The first New Zealand Play Street events found that navigating traditional traffic management processes (designed for road works) was challenging and a significant barrier to running events. Therefore, this guidance aims to enable and encourage traffic management processes that are fit for purpose and risk proportionate for Play Streets which are resident-led low-risk events held on low-risk streets.

Waka Kotahi NZ Transport Agency has endeavoured to ensure the guidance and examples provided in this document are technically accurate, reflect best practice and legal requirements. It is acknowledged that every council will manage and respond to applications for Play Streets differently according to their own needs, their own legal advice, (including on compliance with the Health and Safety at Work Act 2015) and professional judgement.

The overarching aim of this guidance is to encourage councils to adopt and enable processes that ensure Play Streets can be hosted by neighbourhoods safely, easily, quickly, and at low cost.

This guidance aims to:

- develop consistent understanding and practice for Play Streets across local authorities
- make things quicker, easier and more affordable for both councils and neighbourhoods
- encourage fit for purpose, risk proportionate processes with an appropriate level of formality around risk management.

This guidance is focussed specifically on street selection and traffic restriction. The audience for this guidance are those people in councils who are establishing council processes for managing Play Streets, and those who will be reviewing and approving street selection, type of event, and proposed methods for restricting traffic from the event area.

Further information, resources and tools on Play Streets can be found by visiting the [Sport NZ website](#) or by contacting the Regional Play Lead based at your Regional Sports Trust, or Local Play Advocate at your council.

Play Streets overview

Play Streets make play space available by temporarily opening local streets up for play and limiting vehicle traffic so kids and parents can play outside and get to know one another. Waka Kotahi and Sport New Zealand (Sport NZ), supported by a number of councils and regional sports trusts, have been working together since 2019 to make it easier for Play Streets events to happen in New Zealand.

Play Streets have gained in popularity in recent years, especially in the United Kingdom (UK), United States (USA) and Australia, but date back to as early as the 1920s in the USA and 1930s in the UK.

Waka Kotahi and Sport NZ's work on Play Streets is connected to a range of wider cross-government strategies and initiatives. Through the Innovating Streets for People programme Waka Kotahi has worked to make it easier and faster to make streets safer and more liveable. Waka Kotahi is supporting Sport NZ who has identified Play Streets as a core component of their national play strategy which is at the heart of their physical literacy approach. Waka Kotahi has had a role in lessening the obstacles and challenges within the transport sector.

In 2020 Waka Kotahi and Sport New Zealand released draft Play Street guidance which was then tested by councils and regional sports trusts working with neighbourhoods to run Play Street events across the country.

Informed by the feedback and experiences of the pilot, the guidance was finalised and aligned with the risk mitigation principles of the Code of Practice for Temporary Traffic Management (CoPTTM). This guidance is for councils and focuses on street selection and traffic restriction. It is complimented by the [Play Street tools and resources](#) hosted by Sport NZ that provide support to Play Street organisers and supporters.

Who is usually involved in a Play Street?

Anyone can organise a Play Streets event. They are often organised by a group of neighbours, a school, or a community group, eg Scouts. Whoever is leading the Play Street event will need to get permission from the local council, ideally with support and information from the Sport NZ website, their regional sports trust, or the council events or community development team.

What are the key characteristics of a Play Street?

The processes for restricting traffic as recommended in this guidance are suitable for low-risk events held on low-risk streets. To prevent event “scope creep” and therefore possible increase in event risks, each council needs to make their own decisions on the characteristics that define a Play Street suitable for resident-led traffic restriction. More information on how to ensure the event and street are both low risk can be found on page 12 – but below are the typical characteristics of a Play Street based on experiences from New Zealand and internationally:

- Usually organised by neighbours on their own street – and often with support from council or regional sports trust staff.
- Simple and low key with a focus on play, physical activity, and community connectivity, (as opposed to partying).
- Play streets allow children (and adults) to play freely, without organised games or activities. In practice, this means kids cycle, scoot, skate, chalk, skip, hopscotch, kick a ball around and make up games.
- Parents and caregivers are responsible for their children.
- Held during daylight hours.
- Traffic is temporarily restricted from the event area for a defined period – usually 2-3 hours.
- The Play Street might regularly recur, eg first Sunday afternoon of each month.
- The event area is not too large, (feedback from the 2020 pilot showed that very large sections of street were tricky to manage and not conducive to neighbours connecting with one another).
- All neighbours in the immediate area are consulted and included.
- The Play Street is only ‘advertised’ in the immediate neighbourhood. This means it is not an event that the wider public attend. That keeps crowd size and down and will avoid outside traffic coming to the area.
- The traffic restriction is set up and stewarded by residents and volunteers (event marshals).
- Residents’ vehicles may enter or leave the street at walking speed and under Play Street marshal supervision (see page 21 for more information).
- Usually there are no commercial activities at the event (eg food trucks or bouncy castles).



The role of the council

In regard to Play Streets, councils have two key roles:

- as supporters and enablers of community events, and
- to review and approve the applications. Councils are responsible for the management of local streets and Play Street organisers need to seek permission from the council to hold an event on the street.

When a neighbourhood wants to use their street for a different purpose it is important that the council is involved to ensure the activity is carried out safely and with minimal to no disruption to the wider roading network. With Play Streets growing in popularity, it is important that neighbourhoods seek approval from councils, and that councils establish processes for accepting and reviewing Play Street applications.

Key things for councils to consider:

- establish a process for receiving the applications and for responding to applicants.
- how much and what level of support council will offer, for example, will council offer materials and signage for location set-up?
- play streets are, as far as possible, resident-led, but we know from experience that residents will need support and guidance to complete their applications.
- how will people find Play Streets information specific to your council? Consider a webpage with downloadable or on-line application form.

Consider who in council can manage Play Street applications, reviews and approvals

Because Play Streets are low-risk events on low-risk streets and do not involve a formal road closure, it may not be necessary for council traffic management teams to wholly own and lead Play Street processes. Councils may wish to consider that Play Streets can be managed and approved out of events or community development teams with support from traffic management coordinators where necessary.

Example step-by-step process for council management of Play Street applications and approvals

Each council needs to work out processes for managing Play Streets that best suit local needs and internal requirements.

Here is a very simple outline of the essential steps for council review, approval and support for a Play Street application alongside the steps that the organiser can be expected to be responsible for:

Play Streets organiser*	Council
<p>1 Check if the street might be suitable for a Play Street. Request a Play Street application form from council and note the lead in time required. Review the Play Streets information and support available from the Regional Sports Trust, Sport NZ or your local council. ('Is my street suitable' checklist is on the application form.)</p>	<p>1 Respond to requests for application forms and provide support for high level checks on the suitability of the street. Advise people on the application process and needed timeframes. (Consider placing this information on the council website.)</p>
<p>2 Check there is enough neighbourhood interest in hosting a play street. Talk to your neighbours and set a date.</p>	
<p>3 Get council permission by submitting your Play Streets application form which includes: event location set-up diagram evidence of consultation with neighbours, and a health and safety plan for the event.</p>	<p>2 Residents may need support with completing their application forms.</p>
	<p>3 Receive application forms.</p>
	<p>4 Review applications, check street suitability, assess location set-up plan, and health and safety plan.</p>
	<p>5 Liaise with applicant - provide advice on any needed adjustments to plans.</p>
	<p>6 Approve or decline. (The decision-making steps will likely vary from council to council.)</p>
	<p>7 Let the applicant know the outcome of the application.</p>
<p>4 Tell the neighbours and get ready for the event. Recruit neighbours to help with the planning and on the day.</p>	<p>8 Possible planning and preparation support for the event organisers.</p>
<p>5 Reminder out to neighbours for the event and to move any cars that may need to be used during the play time.</p>	
<p>6 Play Street event held. Keep a record of any incidents that occur.</p>	<p>9 Possible support for the event on the day.</p>
<p>7 Report back to council on how the day went, share learnings useful for future events, and report any incidences, injuries or close calls.</p>	<p>10 Make contact with event organiser after the event for review and learnings that may be helpful to council and future events.</p>

*More information on the steps for Play Streets organisers, tools, and resources will be found via the [Sport NZ website](#).

Restricting traffic for a Play Street

The general principles for resident-led restriction of traffic for a Play Street event are as follows:

- First the council needs to be sure it will be a low-risk event on a low-risk street (see checklist on page 12)
- The Play Street application form (see example in appendix 1) requires the organiser to indicate to the council how they plan to set up the location to restrict traffic. Details can be shown on a diagram or photos.
- It is not necessary to formally close a street for a Play Streets event. Instead, a traffic exclusion zone can be created which is safely managed.
- Although the traffic restriction is clear and effective, it is not legally enforceable and provision must be made to maintain residential and emergency access throughout the event. If the Play Street is deemed a low-risk event on a low-risk street, a formal 'Traffic Management Plan' is not required and an application form (see example in appendix 2) can be used instead.
- Organisers can be expected to gather evidence of resident consultation and support.
- Organisers can be expected to submit an event health and safety plan to council (see example in appendix 2)
- The location set up and vehicle management on the day can be resident-led – potentially with support from council or regional sports trust personnel (for example) where appropriate.
- Resident vehicles can move in and out of the event area, if necessary, guided by an Play Street marshal, see more information on page 20. This type of vehicle movement should be rare for a play street that has the usual characteristics of being limited in size and time, with full neighbourhood knowledge and support.
- People attending the Play Street event in a professional capacity (e.g. council or recreation staff) must undertake a personal risk assessment in line with their organisations policies.

Examples of location set ups and materials to use for restricting traffic are shown on page 14.



Ensuring a low-risk event on a low-risk street

In order for a street to be used as a Play Street with the traffic restriction methods encouraged in this guidance it is critical that it is a low-risk event on a low-risk street.

A set of frequently asked questions by Traffic Management Coordinators is provided in Appendix 4.

The following list can be used to check the appropriateness of the event and street. The same check list is in the example application form in appendix 1 for Play Street organisers to work through. To simplify the application process, councils may want to do some analysis of their network to identify streets that are suitable for Play Streets in advance.

Is the street suitable?

Does the street sound like this?	Further guidance
Light traffic, (particularly at the time of day or week that the event is planned for).	This generally means fewer than an average of 1000 vehicles per day. Or fewer than 1000 vehicles per day on a typical day of the event eg Saturday. Or has low vehicle numbers at the time of day the event is planned eg a Sunday afternoon.
Typically has low traffic speeds.	Typical traffic speeds should be less than 50km/h and the speed limit signposted at 50km/h or less.
Not a key connecting or through route for wider traffic.	The street should be classed as an access road or secondary collector under the One Network Road Classification (or a local street under the One Network Framework).
Not a bus route. Or buses do not use the street on the time and day of the event.	No scheduled public bus services use the road on the day and time of the event.
Not typically used by emergency vehicles.	Not a critical route to a hospital or usual route for Police, fire or emergency.
The streets that directly connect to your street don't have lots of vehicles or high traffic speeds	The streets that directly connect to your street should have a posted speed limit of 50km/hr or less and not be a busy main road or state highway. Or the streets that directly connect to your street are not too busy at the time of the event.

Is the location suitable?

<p>The event should be easily seen by traffic from a reasonable distance.</p>	<p>Visibility of the event should not be obscured eg by a corner, trees or a hill.</p> <p>The event should be easily seen by traffic, eg from 100m away if the traffic restriction point is on an intersection, or from 50m away if the traffic restriction point is set back from an intersection. Refer to the location set up examples on pages 15 and 16.</p> <p>The event should not be located on an intersection controlled by traffic lights.</p>
<p>The event location should have minimal effect on businesses and should not restrict access to an unreasonable or unmanageable number of residences.</p>	<p>Play Streets work better in residential locations, rather than locations with businesses that might need road access during the event.</p> <p>The event should not be in a location that unduly blocks access to a lot of residential properties.</p>

Is the event suitable?

<p>Mainly for people that live on the street or close by.</p>	<p>Play Streets events should be aimed at local people who live at or near the event location.</p>
<p>Held during daylight hours.</p>	<p>Play Streets should have good visibility, so are typically during daylight hours.</p>
<p>Held for a limited amount of time.</p>	<p>Play Streets are typically run for two to three hours, although there is no hard and fast rule on this. It is about making sure these events do not unduly inconvenience other people.</p> <p>This might be a one-off event or a regular event. For example once per week or monthly.</p>
<p>Complies with all other council regulations and bylaws.</p>	<p>All other normal regulations and bylaws still need to be complied with such as council bylaws for noise, alcohol and dogs.</p>
<p>Supported by other people living on the street.</p>	<p>Play Streets events need to be supported by the majority of residents at the location to ensure the event can run smoothly and safely.</p>
<p>The event does not involve commercial operations or performances, such as food trucks or bands.</p>	<p>The presence of commercial operators may attract the wider public which would increase foot and vehicle traffic.</p> <p>Commercial operations may also increase risk of damage to the street and increase vehicle movements in and out of the event area especially at set up and pack down times.</p>

Location set up examples

The following diagrams set out some suggested ideas for how a Play Street can be safely set up and managed as well as possible materials to use. Every location is different so judgment and care is needed to consider what might cause risks to the safety of participants and the travelling public and how these can be managed.

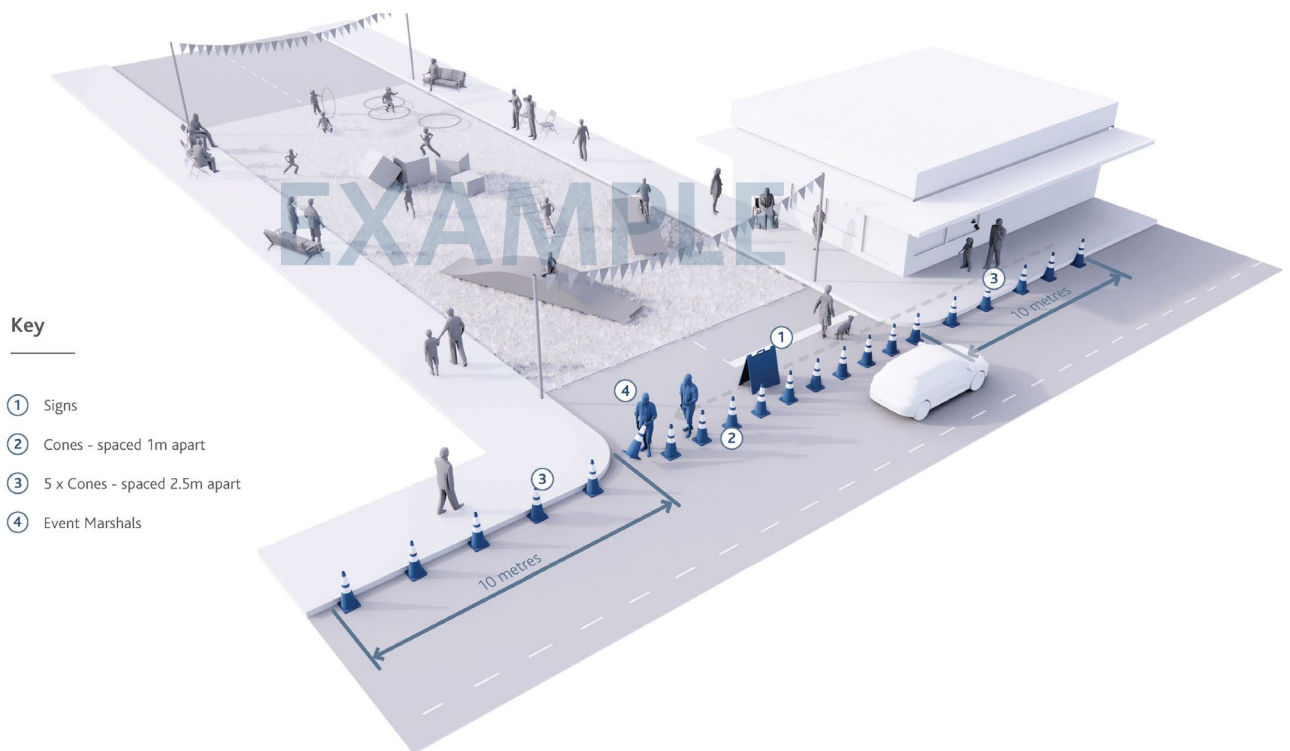
The following issues should be considered when planning or reviewing a proposed location set up:

- Where vehicles will come from.
- How fast vehicles might be travelling.
- Driver visibility and placement of materials that will indicate there is an event on.
- Whether houses or businesses might need access during the event.
- What kind of activities are planned and the risks of these spilling beyond the event boundary eg kicking a ball.
- Number of people expected to attend.
- Weather (wind can affect signage and bunting).
- Number of adults who will be available to help keep things safe.
- The activities planned for the event are appropriate for the location (eg hilly streets where balls and other equipment can spill out of the event boundary).

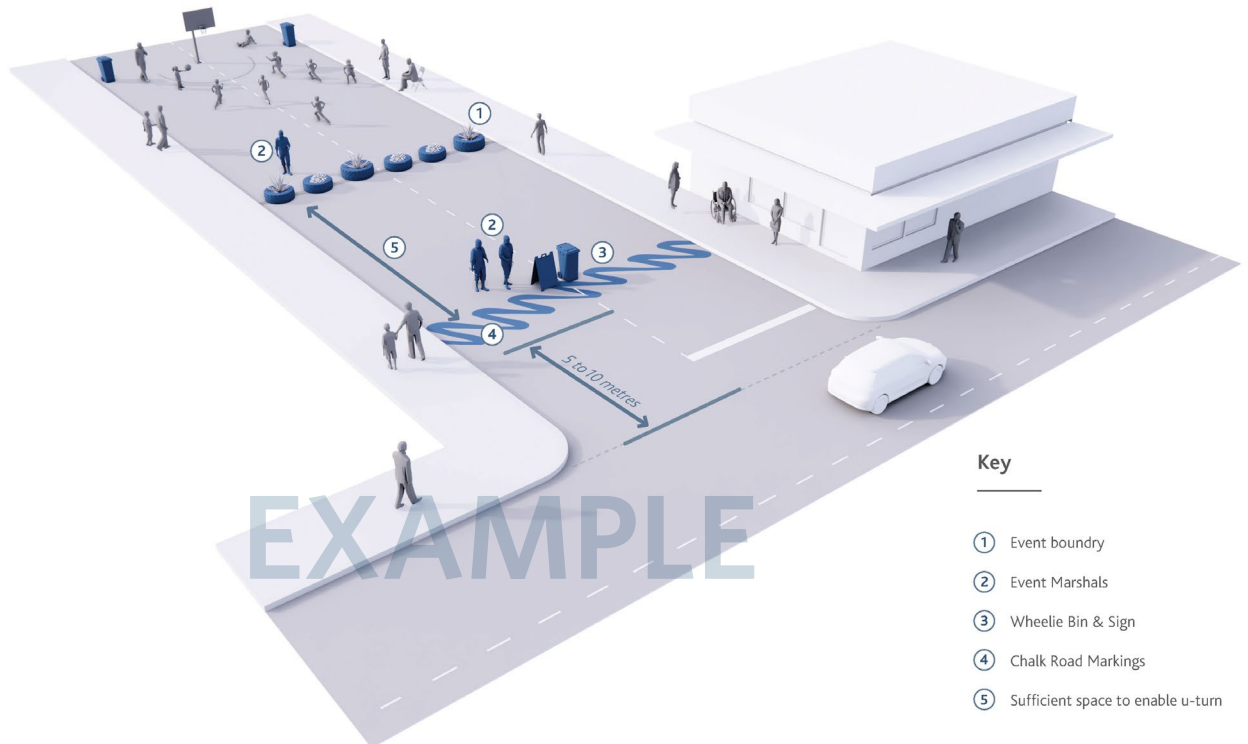
Five key factors to think about in set up are:

1. Signalling that something is happening: materials that alert the driver and encourage them to slow down and take care. These could include cones, event signs, bunting, chalk on the road, and wheelie bins. Ensure drivers turning on to your street can clearly see the event and have enough space to slow down and stop. Setting-up the event well back from the intersection is preferable and is especially important if the connecting street is a busier road.
2. Barriers and separation: materials that block approaching vehicles from the event location. Potential materials include cones, wheelie bins, tyres, chairs, bunting, and event signs. Two event marshals should be positioned at each point of traffic restriction.
3. Information: it is useful to have some form of event signs so that people know what is going on.
4. Event marshals: people helping to run the event and keeping an eye on safety should be easy to identify with high-visibility or brightly coloured clothing. Each vehicle entry point should be staffed by two event marshals - one to stay in place and the other to 'escort' at walking speed any vehicles that may need to move through the event area. (see page 20)
5. Review and improve on the day: organisers should review the setup as the event proceeds and make adjustments if necessary.

Example C:
Traffic restriction at intersection - quieter street



Example D:
Traffic restriction set back from intersection - quieter street



Material options for location set up

A range of materials can be used for Play Streets events to highlight that something is happening and that vehicles are restricted from the area.

These should both help to signal the need for oncoming vehicles to slow down and that parts of the road cannot be accessed by vehicles. These should be highly visible and provide an obvious visual cue that something is happening on the road.

Councils may consider supplying Play Street organisers with materials such as cones to help with their location set up. This is because they are readily recognised by drivers and the travelling public. This will be particularly important for busier streets and intersections. Locally available materials that could work well in practice are:



Wheelie bins



Chairs



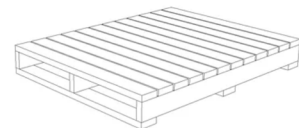
Planters / pot plants



Flags / bunting



Chalk to mark the road



Wood pallets



Event signs



Hay bales



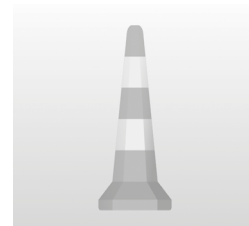
Balloons



Car tyres



Coloured tape



Cones

Materials for marking the event or buffer zone boundaries

- Car tyres
- Cones
- Wheelie bins
- Barrier mesh
- Pallet fence

Surface marking materials

- Jumbo chalk
- Stencils and spray chalk - Event staff can cut out patterns from cardboard or corflute to make stencils which can be used with spray chalk to mark the footpath and street.
- Coloured tape

Signage

- Sandwich board - can be used to display event information in two directions.
- Cone signage - can be used on cones at the point of traffic restriction if space for separate signage is limited.
- Corflute board - low-cost reusable durable signage which can be professionally printed or hand drawn.

General materials

- High visibility clothing - makes it easy for participants to know who is on the organising team and **MUST** be worn by the event marshals to ensure they are visible to drivers and to raise awareness of the event.
- Camping chairs - to provide seating for parents monitoring activities.
- Balloons, flags and bunting - used to decorate and raise awareness of the event to drivers.
- Gazebo - for shelter and shade.
- Artificial grass - can be used on top of asphalt as a play mat for games and play equipment.



Recommendations for Play Street marshals and managing traffic

Traffic is restricted during a Play Street. Because the street is not formally closed, residents' vehicles may enter or leave the street. This is done at walking speed and under Play Street marshal supervision, once the road is clear of children playing. Emergency vehicles must also be able to access the residences within the Play Street event area.

Vehicle movement in and out of a Play Street should be rare if the street meets the suggested conditions for ensuring it is a low-risk street, (see page 12) and if the following was taken into consideration during the planning and council approval stages:

- the event area is not overly large - meaning few households are affected
- the event has a limited and notified timeframe (usually 2-3 hours)
- residents are all aware of the Play Streets event and had an opportunity to move their vehicles out of the area if necessary
- if the street is a through street, there is a suitable alternative route that event marshals can direct traffic to.

Play Street marshals

Play Street marshals are responsible for making the event area safe from traffic. Two adults at each vehicle entry point are recommended (one to stay put and one to walk in front to one side of the car). Marshals need to be reliable and confident. Their position is the main place of potential danger or highest risk because it is where the Play Street interfaces with cars. Any marshal with very young children should ensure someone else takes responsibility for them. There is an example briefing for marshals in appendix 3.

Play Street marshals must:

- be reliable adults that won't be distracted during the event,
- receive a formal (and written) briefing prior to the event start time, which should contain the organiser's and emergency phone numbers, (an example briefing is found in appendix 3),
- wear high-visibility clothing and suitable enclosed footwear,
- have a whistle and cell phone.

Briefing the marshals

Marshals should be briefed about 15 minutes before the session starts to allow time to familiarise themselves with the layout of the play area and the traffic restriction. Their role is to:

- set up and take down the traffic restriction materials and signs (according to the council approved plan) at the beginning and end of the session,
- keep children within the event area,
- politely divert any through traffic (if it is a through street),
- safely escort residents' vehicles in or out of the street,
- clear the street if an emergency vehicle needs access.

The briefing should be formal so there is no room for confusion, and marshals should be given a hard copy of the briefing. If there are two shifts, the first marshal will be responsible for briefing their replacement.

Marshals should be safely behind the point of traffic restriction (ie not in the live carriageway) but in view of oncoming traffic, the event area, and other marshals. The organiser and marshals should agree who will look out for drivers wanting to leave the street and how this will be managed. On a longer stretch of road there may be the need for a floating marshal as well as those at each end.

Starting the traffic restriction

Once briefed, the marshals go to each end of the street and put the signs and barrier materials in place as simultaneously and safely as they can.

Once in place, the marshals should not leave their positions except to walk cars in and out. There should be a clear signal once the traffic restriction is in place and safe for play eg three blows on a whistle.

Dealing with drivers

Marshals should try to be both friendly and clear. Marshals should all know the best alternative route for directing through traffic. If a resident or visitor wants car access in or out, the procedure is:

- get clear agreement from the driver to wait and be escorted. The marshal should only give access once they have this agreement.
- warn everyone in a loud and clear voice (or whistle) that a car is coming through and
- wait for the road to be clear of children and obstacles.
- gain eye contact with the driver and remind them to drive behind you at walking speed.
- if/when you feel it is safe, one marshal should let the car through and then replace the barrier while the other walks in front and to the side of the vehicle to a parking space or driveway. Once the engine is off, call out "safe to play!" (or whistle).
- thank the driver and return to the traffic restriction point.



PLAY STREETS



ACCESS RESTRICTED



Marshals should only ever try to deal with one car at a time. The marshal who remains behind at the entry point will need to hold back anybody else who wants car access.

Difficult drivers

If a driver becomes difficult the marshals will need to use their judgment and troubleshoot as best as possible. Avoid arguments and confrontation and prioritise the safety of all the participants. Remember that people may have all kinds of reasons for their reaction and try to remain calm, courteous and assertive. If a driver becomes confrontational, the other marshal should quietly alert the organiser and any nearby parents to ensure children's safety. In the extreme situation that a driver behaves dangerously, dial 111 (or 105 if the immediate situation has passed).

Dealing with emergency vehicles

The procedure for emergency vehicle access can follow the same principles as that for resident vehicles access.

- Organising teams should decide upon a pre-arranged signal that event marshals are to use to alert participants to clear the street immediately and quickly, for example three blows on the whistle.
- On hearing the pre-arranged signal, the event organiser and other members of the organising team should co-opt all parents to assist with clearing the street.
- The event marshals should check with the driver which residence the emergency vehicle is wanting to access and remove the traffic restriction materials.
- Once the street is clear marshals are to follow the same procedure as for escorting resident vehicles.

Removing the traffic restriction and clearing up

About 10 minutes before the event finishes one marshal from each end should walk up the street towards each other, telling everyone that the road will be reopening shortly and ask that they start clearing things away.

Once everything is cleared away, the two marshals should go up and down again asking participants to move off the street. This is also a time to remind parents to make sure their children understand the difference between a Play Street session and normal circumstances.

Once everyone is off the road and parents have control of small children, a final 'sweep' can then be conducted by the event marshals of the road, after which the barrier points should be opened simultaneously to avoid any cars getting stranded in the middle.

Useful links

Sport New Zealand:

www.sportnz.org.nz/resources/play-overview/

Play Streets Information for UK councils:

www.playingout.net/play-streets/info-for-councils/

1000 Play Streets, Australia:

www.playaustralia.org.au/1000-play-streets

Examples of Play Streets information from different councils:

New Zealand

www.activeinthehutt.org.nz/play

United Kingdom

List of example Play Street pages on council websites:

www.playingout.net/play-streets/info-for-councils/setting-up-your-play-street-scheme/build-your-team/

Hackney Play Streets

www.hackneyplay.org/playstreets/home/

Playing Out St Albans District Project

www.sustainablestalbans.org/get-started/playingout/

City of Wolverhampton

www.wolverhampton.gov.uk/licences/lets-play-out

Play.Meet.Street North Tyneside

www.playmeetstreet.wordpress.com/

Leeds City Council Play Streets

www.leeds.gov.uk/parking-roads-and-travel/licences-and-permits/play-streets

The Active Wellbeing Society - Birmingham City

www.theaws.co.uk/activities/active-streets/

Acknowledgements

Thank you to all of those individuals and organisations who participated in the Play Streets 'community of practice' through 2020 as the draft guidance was developed and then tested.

Play Streets in New Zealand is inspired by Playing Out - the UK national organisation supporting street play. Follow them @playingoutCIC on instagram and visit their website for information and ideas: www.playingout.net

This guidance has drawn on information and materials from [Playing Out](#) in the UK. The Playing Out materials used for the development of this guidance have been adapted with prior written agreement from Playing Out.

Thank you to the Laura Street, Kelston neighbourhood and Healthy Families Waitākere for the photos on the cover and pages 7, 11 and 19.

Thank you to the Chilton Grove, Hutt City neighbourhood and Hutt City Council for the photo on page 22.

Appendices

Appendix 1 Example Play Streets application form

This is an example application form. Councils should adapt or create an application that best suits local needs and their own internal Play Street processes.

This form is available as a separate Word download from www.nzta.govt.nz/playstreets so it can be tailored.

Appendix 2 Example health and safety plan for a Play Street

This is an example health and safety plan. Councils should adapt or create a health and safety template plan that best suits local needs and their own internal Play Street processes.

This plan is available as a separate Word download from www.nzta.govt.nz/playstreets so it can be tailored.

Appendix 3 Example Play Street marshal briefing

An example briefing for Play Street marshals is shown on page 27. It is also available as a Word download from www.nzta.govt.nz/playstreets so it can be tailored and designed locally. Some Play Street organisers provide the written briefing to marshals as an A5 or A6 card on a lanyard.

Appendix 4 Frequently Asked Questions

Information for Traffic Management Controllers and Councils

This information has been prepared to assist Traffic Management Coordinators (TMCs) who are supporting Play Streets events and process within their council. It should be read in conjunction with the Play Street Guidelines, the example Application Form, and the example Health & Safety Plan.

Important – please read carefully before completing the application.

(each council to adjust this cover page to suit own needs)

It's great that your neighbourhood wants to hold a Play Street! To get your idea into action, you'll need to gather some information. Take a look right through this application before starting your planning.

Not all streets will be suitable for a play street. Bus routes, busy streets and many through streets are inappropriate. Please contact council [contact details] if you wish to discuss the suitability of your street before starting the application process.

Description of the application process

We must receive your application at least [x weeks] before the date of your Play Street. You will be notified of the outcome of your application at least one week prior to your event.

Please make sure you give all the information requested on the form. Please enclose the following with your application:

- i) a street plan of your event (see part E)
- ii) a copy of your resident consultation letter and evidence of resident support (see part F)
- iii) event health and safety plan (see example plan at www.nzta.govt.nz/playstreets)

Council expectations and conditions

Please make yourself familiar with the Council expectations and conditions for Play Streets as detailed in part H of this application form. [name of] Council cannot guarantee that the Play Street application will be approved, and application will be revoked if any of the expectations and conditions are not met.

Example Play Streets Application Form

application for restriction of road space for a temporary play event

Date of application:







PART A: Event Details



Event name:	
Street name:	
Precise location and size of event – indicate the street numbers where the event will take place and the approximate length of street that will be affected by the event.	
Date of event	Proposed date: Day of week:
	Alternate date: Day of week:
Time of event	Official event time:
	Traffic will be restricted from:
	Traffic access will return to normal:
Are you applying for a recurring Play Street? If so, please provide details – such as how often the event would be held (eg last Sunday of each month), and the dates for the future events. (Note that recurring events will be approved for up to [6] recurrences.)	
How many people are expected to participate in the Play Street? (note that a Play Street is for neighbours only and should not be promoted to the wider public.)	
What types of activity will occur at the Play Street?	
Have local residents and any businesses been notified of the dates, times, and details of this event? (evidence of their notification and support is required in part F)	
Y / N	

PART B: Contact details

Details of the Play Street host (usually the lead resident or the key contact in an organising group eg, church)	Name:	Organisation (if applicable):
	Phone Number:	
	Email:	
	Does your organisation (or anyone in your organisation) employ any person to carry out work for the organisation? Yes <input type="checkbox"/> or No <input type="checkbox"/>	
<i>Note: If Yes, your organisation is most likely a PCBU (“Person Conducting a Business or Undertaking”) under the Health and Safety at Work Act 2015, and there may be duties under the Act in relation to the event.</i>		
Person responsible for setting up and overseeing the event (if different from above)	Name:	
	Phone Number:	
	Email:	
Person responsible for health and safety at the event (if different from above)	Name:	
	Phone Number:	
	Email:	
Supporting organisation contact details (For example: if this event is being supported by council or regional sports trust staff)	Supporting organisation:	
	Name of key contact:	
	Phone number:	
	Email:	

Part C: Checking that the street is suitable for a Play Streets traffic restriction (ie, low-risk street)

Does your street sound like this?	Yes	No	Further guidance
Light traffic – particularly at the time of day or week that you want to hold the event?			<ul style="list-style-type: none"> This generally means fewer than an average of 1000 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 Council staff will be able to give you guidance on this
Typically has low traffic speeds.			<ul style="list-style-type: none"> Typical traffic speeds should be less than 50km/h and the speed limit sign posted at 50km/h or less.
Is it a key through route for traffic?			<ul style="list-style-type: none"> Council staff will be able to give you guidance on this if you are unsure.
Is the street used as a bus route on the time and day of the event?			<ul style="list-style-type: none"> No scheduled public bus services will use the road at time of the event.
Is the street regularly or typically used by emergency vehicles?			<ul style="list-style-type: none"> Not a critical route to a hospital or usual route for Police, fire or emergency.
Do the streets that directly connect to your street have lots of traffic and/or high traffic speeds?			<ul style="list-style-type: none"> The streets that directly connect to your street should have a sign posted speed limit of 50km/hr or less and not be a busy main road or state highway. Or the streets that directly connect to your street are not too busy at the time of the event.

Is the location of the event suitable?	Yes	No	
Will the event be easily seen by traffic from a reasonable distance?			<ul style="list-style-type: none"> Visibility of the event should not be obscured eg by a corner, trees or a hill. The event should be easily seen by traffic, eg from 100m away if the traffic restriction point is on an intersection, or from 50m away if the traffic restriction point is set back from an intersection. The event should not be located on an intersection controlled by traffic lights.
The event location will have minimal effect on businesses and does not restrict access to an unreasonable or unmanageable number of residences.			<ul style="list-style-type: none"> 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

PART D: Checking the event is suitable for a Play Streets traffic restriction (ie, low-risk event)

Will the event...	Yes	No	
Mainly be for people that live on the street or close by?		★	<ul style="list-style-type: none"> Play Streets events should be aimed at local people, that live on or near the street
Be held during daylight hours?		★	<ul style="list-style-type: none"> Play Streets should have good visibility, so are typically held during daylight hours.
Be for a limited amount of time?		★	<ul style="list-style-type: none"> Play Streets are typically run for two to three hours, 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.		★	<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 council will be able to give you guidance on this.
Be supported by other people living on the street? (see Part F)		★	<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
Involve commercial operations or performances, such as food trucks or bands?	★		<ul style="list-style-type: none"> The presence of commercial operators may attract the wider public which would increase foot and vehicle traffic. Commercial operations may also increase risk of damage to the street, and increase vehicle movements in and out of the event area especially at set up and pack down times.

If you ticked any starred boxes please provide details:

PART E: Location set up plan

Please attach a diagram of the event location showing where and how vehicle access will be restricted. This could be done by taking a 'screen shot' of Google maps and drawing lines on the map (with a pen or digitally using Word or an image editing program) showing where you intend the event and traffic restriction materials to be.

This diagram should show:

- Area to be restricted to vehicles
- Location of signage and barriers to restrict traffic
- The materials to be used eg, cones, signs, wheelie bins etc
- Location of people responsible for managing safety and vehicles
- Estimated distances between traffic restriction points and the play area

Part F: Evidence of neighbourhood consultation and support

(Note that examples of notification letters for neighbours, and support templates can be found on the Sport NZ website.)

It is a requirement that all affected residents and businesses be consulted. Please provide evidence that you have consulted with neighbours and local business (if appropriate) and have their support to run the Play Street.

See notification to neighbours template (council to insert link to their template)

See proof of neighbourhood support template (council to insert link to their template)

Please confirm the date your consultation letter was sent →

Please contact us on the number below if you need assistance in resolving a concern or objection.

Part G: Event health and safety

An event health and safety plan must be submitted to council along with this application.

A Play Streets health and safety template can be found at www.nzta.govt.nz/playstreets

Part H: Council expectations and conditions

(suggestions only – each council should tailor this information to suit their own policies and decisions on Play Street events in their area.)

Council cannot guarantee that the Play Street application will be approved, and application will be revoked if any of the following conditions are not met:

1. Play Street should less than [X] hours in duration – and should be held during daylight hours.
2. Any barriers erected for the traffic restriction must be removed immediately if required for access for emergency services or other residents.
3. On-street parking cannot be refused or restricted.
4. Traffic may only be restricted on the dates and times specified within the application.
5. Events must be supervised by adults.
6. Event will be promoted to neighbours only (not publicised to the general public).
7. There will be no commercial activities at the event.
8. If appropriate organisers must clean the street in order to return it to its condition prior to the event. This must be done before the road is reopened.
9. The organiser of the event is responsible for ensuring that all relevant regulations and bylaws are complied with, such as council bylaws for noise, alcohol and dogs.
10. The organiser of the event is responsible for ensuring all affected people and businesses are effectively consulted with prior to the intended event date.
11. The organiser agrees that NZ Police and/or the council representative have the authority to cancel, close down or stop the event and activities within the event at any time.
12. High visibility garments and suitable enclosed footwear must be worn when operating as an event marshal.
13. All unloading of event materials from vehicles must be done from a legally parked position and from the non-traffic side of the vehicle.
14. Once in place, a responsible event marshal must be within sight of and be available to the restricted area access point(s) at all times.
15. Event marshals are expected to be vigilant and actively monitor vehicle activity, resident and emergency service access requirements throughout the duration of the event.
16. If at any time it is considered that the safety of those on the street has been compromised, the event activities must stop, all people must leave the road and move to a safe position away from moving traffic. All equipment should be removed from the street before usual traffic movement resumes.
17. All personnel undertaking the above activity shall be familiar with, and understand, the intentions and requirements of the event safety plan.
18. Organisers 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 event and the people attending the event.
19. These requirements do not replace the applicant's own health and safety policies or plans and the event health and safety plan should be on hand during the event.
20. The council will not accept any liability for the safety of the event, which is solely the responsibility of the organisers. Parents/guardians should remain responsible for their children throughout the duration of the play street.
21. If any incidents, injuries or close calls occur, the organisers should let the council know as soon as possible.

[name of] Council reserves the right to cancel event approval if the event is not implemented in accordance with these requirements or the activities are not managed in a safe manner.

Confirmation and signature

I confirm that:

- I am at least 18 years of age.
- The information I have provided is correct.
- I have read the [Name of council's] Play Streets information.
- If the application is approved I will comply with the Council's Play Street expectations and conditions (as detailed in part H)

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 with the terms, conditions and guidance in this application.

Name:

Signature:

Date:

Return your completed form to:

[council contact and phone number]

If your application is successful you will be informed at least 1 week before the date of your first proposed Play Street.

If you have any queries please contact [council contact name/tel/email]

PART I: REVIEW AND APPROVALS BY COUNCIL

Date of approval:	
Details of key council contact	Name:
	Phone Number:
	Website:
Person approving this application	Name:
	Phone Number:
	Email:
<p>This application is approved on the following basis:</p> <p>The attached location set up plan is approved for use on the basis that the event, 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 and may result in the application being denied.</p> <p>So far as is reasonably practicable, this application, including the health and safety plan, provides a safe and fit-for-purpose proposal for assessment and management of risk.</p> <p>The organiser for the activity is reminded that it is their duty to postpone or cancel the event due to adverse traffic, weather or other conditions that affect the safety of this event.</p> <p>The organiser confirms acceptance of the general terms, conditions and guidance for Play Streets as outlined in Part H of this document.</p>	

Example Play Streets Health and Safety Plan

This is part G of the Play Street application

Your Play Street should be fun, therefore it is important to think about how to keep everyone safe while playing on the street. The hazards common to most Play Street events are set out below. Please add any other hazards that you can think of, as well as the steps to address them, and agree who is responsible for each step.

Your health and safety plan should be developed and discussed with your organising team and form part of the briefing for the event marshals.

Overall

✓	Our organising team has read council Play Street information for event marshals and is aware of council conditions for Play Street events (as listed on the application form cover page)
✓	Our street and event meet the criteria for ensuring a low-risk event on a low-risk street (parts C and D of the application)
✓	Our event marshals will be reliable adults, who won't be distracted during the event, and will receive a formal briefing prior to the event
✓	Our event location and traffic restriction will be set up as per the location set-up plan agreed to with council (part E of the application form)

The hazards and our plan to manage them

Note that this plan is to be adapted and tailored for each street. The hazards and mitigations provided are examples only.

- Remember to adjust and tailor all the examples above to best suit your event and your street.
- Add in additional hazards that are particular to your street and your event.

What is the danger? (hazards)	What are the possible consequences?	What will we do to reduce the risk? (risk management or mitigation)	Who will do it?	Notes or tick when done
Moving vehicles	Injury to the organising team when setting up/ taking down the event location, or to children and adults when playing.	Parents to be clearly informed they are still responsible for children's safety and behaviour. This will be made clear in all our Play Street information, eg resident consultation letter, invitation, and reminder notices and conversations.		
	After the traffic restriction is removed, children don't realise the play street has finished and run out into the re-opened street.	Neighbours are reminded of the event the day before with a phone call or mail box leaflet.		
		The day before the event reminder notes will be placed on the windscreens of cars that usually park in the affected area of the street.		
		Event organisers will hold a formal event marshal briefing before start of the event. The event marshals will receive a hard copy of their briefing notes on a lanyard.		
		All event marshals to wear high visibility clothing, have closed footwear, a working cell phone and will be supplied with a whistle.		

Example Play Streets Health and Safety Plan – each council should tailor this to suit their own needs.

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What is the danger? (hazards)	What are the possible consequences?	What will we do to reduce the risk? (risk management or mitigation)	Who will do it?	Notes or tick when done
		Traffic restriction points to be clearly marked with materials (eg cones) and appropriate signage as per the location plan approved by council.		
		Children to be instructed to stay out of the road until ALL the traffic restriction points are set up.		
		Event marshals to alert each other and ensure there are no children in the road if a vehicle needs to pass through the event area.		
		Vehicles that do need to pass through the event's restricted area will be escorted at walking speed by an event marshal as per the instructions in our marshal briefing notes.		
		Our pre-arranged signal to prompt a quick and immediate clearance of the street for an emergency vehicle is three blasts on a whistle.		
		Describe how you plan to ensure children know the session has ended and the street is 'live' to cars again, for example: <i>At the end of the session, bring all children to the footpath so they see the buffer zone and traffic restriction being removed. Remind them to stay on the footpath until the next Play Streets Session.</i>		
Children going outside of the event area.	Injury or missing child.	Parents will be advised that they are responsible for their children during the event.		

Example Play Streets Health and Safety Plan – each council should tailor this to suit their own needs.
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What is the danger? (hazards)	What are the possible consequences?	What will we do to reduce the risk? (risk management or mitigation)	Who will do it?	Notes or tick when done
		Event marshals with mobile phones will stay at the traffic restriction point throughout the event. They will prevent younger kids from leaving the event area, and use their own judgement on what older kids are safe to do.		
Aggressive or threatening behaviour from the public.	Disruption to the event, possible violence and injury.	Event marshals to remain calm and avoid escalation. Another member of the organising team to provide support. Try to withdraw from the situation. Call the police if the situation escalates.		
Vulnerable child and/or volunteer placed in a risky situation.	Accusations of unsafe or inappropriate behaviour towards children.	Ensure all volunteers are briefed to not be alone with a child that is not their own in an area where they are not viewed by others.		
Rubbish / broken glass / stones etc on the street.	Injuries to participants from cuts or tripping on rubbish. Damage to toys and bikes.	The organising team will arrange for any larger rubbish items to be removed in the days prior to the event.		
		Organising team will sweep the street once the traffic restriction is set up, and before children are allowed on the street to play.		
Weather – sun & heat	Sunburn or dehydration.	Kids, parents and event marshals will be reminded to wear their t-shirts and hats.		
		The organising team will have some sunscreen on hand.		
		Cold drinking water will be available at ...		
		We will have a shade gazebo set up at ...		

Example Play Streets Health and Safety Plan – each council should tailor this to suit their own needs.

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What is the danger? (hazards)	What are the possible consequences?	What will we do to reduce the risk? (risk management or mitigation)	Who will do it?	Notes or tick when done
Weather – cold or rain	Participants are uncomfortable.	Kids, parents and event marshals will be encouraged to dress appropriately.		
		The event will be postponed if the weather is too bad – the event organizer will make this decision (<i>when</i>) and notify everyone by phone.		
Weather – high winds	Injury from falling equipment. Location set-up materials may not stay in place and become hard to manage. Play equipment may get damaged.	The event will be postponed if the weather is too bad – the event organizer will make this decision (<i>when</i>) and notify everyone by phone.		
Animals and insects, eg dogs, wasps.	Injury from bites, tripping over dog, stings. Over excited or fighting dogs intimidate participants.	There are no known bee or wasp nests at our event location.		
		We will call animal control if unattended dogs are seen wandering around the event.		
		Parents are responsible for carrying their family's own medications.		
		Families within the event area will be asked to keep their dogs on their property.		
COVID-19 (or other infectious disease requiring community control)	Illness in the community.	Follow the Ministry of Health guidance. Be prepared to postpone or cancel as required by any public health alert levels.		

Note that this plan is to be adapted and tailored for each street. The hazards and mitigations provided are examples only.

- Remember to adjust and tailor all the examples above to best suit your event and your street.
- Add in additional hazards that are particular to your street and your event.

Example Play Streets Health and Safety Plan – each council should tailor this to suit their own needs.

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Notes on first aid supplies, where they will be located, and who is responsible:

(For example: Marcus will bring out his first aid kit and it will be on his fence at number 12.

Marcus (ph 022 123 456) and Sally (021 123 456) both have first aid training.

Notes on completing your health and safety plan

- A hazard is anything that can cause harm.
- Risks arise from people being exposed to a hazard.
- Harm or consequences will be injury or death, but you may also want to consider consequences that cause inconvenience to people or the event or damage to property and equipment.
- When listing the hazards relevant to your event a good prompt can be to think of them under broad headings such as: people, equipment, vehicles, animals and environment.
- When thinking about the actions you can take to reduce risks it can be helpful to think about actions that can:
completely **eliminate** the hazard (eg, remove broken glass on the street)
isolate the hazard, (eg, dogs are secured within their property) or
minimize the hazard (eg, all the neighbours are aware of the event date and time which will minimise their need to take cars in or out of the event area.)

After the event

Review with your organising team how things went and if necessary, adjust your health and safety plan before your next Play Street. If there were any incidents, injuries, or close calls, please let your council contact know as soon as possible (contact detail). There may be things that could be done to improve the safety of future events.

Example Play Streets Health and Safety Plan – each council should tailor this to suit their own needs.

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Appendix 3: Example Play Street marshal briefing

The role of the marshal is crucial to ensure the safety and wellbeing of all involved in the Play Street. Please read these instructions thoroughly. Your role is to:

- 1. Close and reopen the road safely.** positioning signs and materials according to the plan that council approved, and never exposing yourself to danger from oncoming traffic. At the end of the session, ensure all parents and children understand that things are returning to normal before re-opening the road.
- 2. Stay visible, alert and safe.** Wear high-visibility clothing. Position yourself for maximum visibility to oncoming traffic and awareness of the activities inside and outside of the traffic restriction area. As much as possible avoid any distracting conversation or activity.
- 3. Divert through traffic.** Stay calm and friendly yet assertive. Explain briefly what is happening and how long it lasts. Suggest an alternative route. If needed, be clear that the council has approved the traffic restriction and residents have been fully consulted. It may be useful to have some general Play Street leaflets to hand out.
- 4. Guide drivers who need access.** Two marshals are needed to let residents drive in and out; one to clear children from the road and walk in front and to the side of any moving vehicles, the other to remain at the traffic restriction point. Ensure you have agreement from the driver and the road is clear of children before moving the barriers.
- 5. Know the emergency vehicle access signal.** Know the organising team's pre-agreed signal for an immediate and quick street clearance. Then follow the same procedure as for escorting resident vehicles.
- 6. Keep young children safely within the event area.** If older children have permission to leave, remind them to be aware of traffic. If a child arrives unaccompanied, try to check that their parent or guardian knows where they are.
- 7. Ensure the marshal taking over from you has read these instructions** and hand over your high-viz, briefing notes and whistle.
- 8. Dealing with aggressive drivers.** If a driver becomes at all aggressive or confrontational, call an organiser over for back up. If necessary, dial 111.

If you have any doubts or concerns about your ability to fulfill this role, please just say— your organiser can find a replacement.

Your street organiser:

Phone:

Emergency contact:

First aid kit is located at:

(Add any other contacts the marshal may need.)

Appendix 4: Frequently asked questions

Information for Traffic Management Coordinators and Councils

This information has been prepared to assist Traffic Management Coordinators (TMCs) who are supporting Play Streets events and process within their council. It should be read in conjunction with the Play Street Guidelines (the Guidelines), the example Application Form, and the example Health & Safety Plan.

Do Play Streets involve a road closure?

No, Play Streets, as outlined in the Guidelines, do not formally close a street. Instead, a zone is created where vehicles are restricted for the Play Street event, which is safely managed, in line with the principles of the Code of Practice for Temporary Traffic Management (CoPTTM). Residents must be able to safely access their houses if required, and the Guidelines describe a process for guiding vehicles through the event space if needed (including how to deal with emergency vehicles).

Is the Play Streets guidance part of the CoPTTM?

The Guidelines are not formally part of CoPTTM; however, the Guidelines reflect the risk-based principles applied to TTM practice in NZ and have been developed by TTM professionals. The risk controls outlined in the Guidelines are based on a fit for purpose, proportional approach to health and safety, which have been specifically developed for a narrow and well-defined low risk environment. Remember that CoPTTM is best practice guidance - Play Streets guidance applies the same principles.

The Guidelines focus on temporarily restricting traffic on low-risk streets for play street events - they will not be applicable to busier roads or large events.

Is a Traffic Management Plan (TMP) required?

No, the intention is that the Play Streets Application Form describes the risk management practices that will be applied to safely manage the Play Street - thereby replacing the need for a formal TMP. So long as the street and event are deemed low risk, then the Play Streets application form should suffice in lieu of a full TMP.

An application can be prepared by the person or organisation holding the event. This can then be reviewed and agreed (or rejected) by the council's TMC (although this is not necessarily a requirement of the process) who can use their professional judgement to help advise on the layout. The event is then managed in line with the details in the application.

If the street or location is not deemed low-risk, the event could still go ahead but would need to follow standard CoPTTM practice and require a TMP.

What is a low risk street?

Under the Play Streets guidance, this is a street which has the following characteristics:

- Low traffic volumes
 - AADT < 1000vpd
 - Either Low Volume/low Risk, Low Volume or Level 1 as per section A4 of the CoPTTM
 - Classified as an access road or secondary collector under the ONRC (or local street under the One Network Framework).
- Low speed (a posted speed limit of 50km/hr or less)
- Not a key connector route (i.e. Classified as an access road or secondary collector under the ONRC).
- Not a bus route, or buses do not use the street on the time and day of the event.
- Not an emergency route - The road is not a normal ingress/egress route for police, fire and emergency route. The road does not lead to a hospital or other critical service (even as a secondary route).
- The connecting/adjoining streets (i.e. those that directly connect to the street the event is on) do not have posted speed limits of > 50km/hr and are not main arterials or state highways.
- Good visibility, so that the event can be easily seen by oncoming vehicles and vehicles turning into the street.
- Not high demand for businesses.

And the event is for local residents, for a short amount of time.

So why is the TMC involved? Why can't this event be "approved" by another role within council?

Play Streets events are held on local streets. The council, as the road controller, needs to ensure these events happen safely. TMCs have qualifications and experience that make them best placed to provide advice and review the management of traffic for these events on behalf of the council.

As each council gets more familiar with how best to support Play Streets, it may be that Play Streets are managed by events or community development teams, with support from traffic management staff only where necessary.

What are the requirements for the setting out of the event? Is a qualified TMP provider required to do this?

No, one of the primary reasons for developing the Guidelines is to make Play Street events more accessible to residents and community groups. With the Guidelines, Application Form (and Health & Safety Plan) process to assess and manage risk, and the TMC reviewing, we expect a member of the community to be able to safely implement the layout, with materials agreed with the Council.

As these events are held in locations already determined to be very low risk, the event organisers and marshals can manage the traffic restriction in line with the risk controls in their application.

The key principles for any Play Street set up are:

- Signage and visual signals so drivers know something is happening
- Physical separation between traffic and people
- Providing information about the event – e.g., signage and ensuring affected residents are aware of the event before-hand
- Event marshals onsite
- Review and improvement as the event proceeds.

Is it ok for traffic control devices (cones and road signs) to be used for Play Streets events? I thought they were only to be used by Traffic Controllers or STMSs, set-up with the permission in a TMP.

For these low-risk streets, a range of materials can be used to create the Play Streets traffic restriction zone – these may include road cones. Road Closed signs should not be used, as these events do not constitute a formal road closure; however, information about the event should be clearly demonstrated. A large ‘Play Streets’ banner or billboard is suggested.

