

## Process for removing a “NO BALL GAMES” sign

CVSC Play Development to advertise possibility of removal of signs over social media, third sector groups, schools, community centres and videos.  
Removal request form to be found on CCBC website and CVSC website.



Community member/ group / resident/ professional gets in touch with CVSC Play Development and are given the form and support to complete if needed.



Removal Request form is submitted to CVSC Play Development.



CVSC Play Development conducts step 1 assessment and consults with local PCSO, T&CC Council and Councillor.  
CVSC Play Development then send removal request form and step 1 assessment to CCBC Environment Officer in Open Spaces Department



CCBC Open Spaces Department conduct step 2 assessment and if removal is recommended a notice of removal will be attached to the sign in question by CCBC Open Spaces Department.  
CCBC Open Spaces Department notify CVSC Play Development of notice of removal sign.  
CVSC Play Development send notice of removal to local schools.



CVSC Play Development receive and monitor objections or approvals and conduct community development work in response. After 2 weeks submit final report to CCBC Open Spaces Department



CCBC Open Spaces Department makes final decision on removal of the sign and instructs CCBC Regulatory Department to remove the sign.



CCBC Regulatory Department removes the sign.