

Play Area / Parks & Open Spaces Adoption Process

Detailed below is the current Play Area / Parks & Open Spaces Adoptions process:

- Adoptions Officer (AO) advises MKC (and developer) on Open Space / Play Area required and outline of provision based on Local Plan standard and within Section 106 agreement with Developer
- AO initiates contact with Developer (and meeting) to discuss the principles and design standards

Stage 1 - Planning / Preliminary

- Developer provides annotated drawing showing hard and soft landscape, proposed specification and equipment based on initial discussions with AO.
- AO forwards a copy of drawing and response pro-forma to Play Area Officer for comments on BS/EN compliance, equipment maintenance issues.
- Landscape Services complete pro-forma and return to L&C for consideration prior to L&C providing detailed advice and stage 1 approval to Developer.
- AO advises Developer of any requirements, changes / improvements etc.

Stage 2 - Detailed Drawings / Project Delivery

- Developer provides AO with detailed drawings and specifications to standard for implementation.
- AO forwards copy of drawings and pro-forma to Play Area Officer for comments on BS/EN compliance and equipment maintenance issues.
- Landscape Services complete pro-forma and return to AO for consideration prior to Stage 2 approval being given to Developer.
- AO approves Stage 2 drawings / details, calculate commuted lump sum for Play Area adoption based on the latest indexation and inform Developer.
- Developer provides a schedule for the implementation of works to agreed specification. AO may inspect during implementation and record issues.
- Developer provides AO with API Post Installation Certificate of Compliance.

Stage 3 - Practical Completion

- AO confirms all works certified as completed to a standard suitable for adoption by MKC.
- Agreed defect / liability period is agreed with the developer normally 3-12 months. Site normally remains under Developers maintenance responsibility, (although MKC may maintain on an interim re-charge basis until Final Completion).

Stage 4 - Final Completion

- Site re-inspected and subject to satisfactory condition, legal adoption agreement is completed. LSU invoice for commuted sum and receive and record payment.
- AO hands over responsibility for ongoing maintenance of POS (with updated drawings if different to Stage 2).
- AO provides drawings to GIS.
- LS Confirm addition to Play Area maintenance schedule.
- LS Notify Cleansing of addition to schedule for cleansing/inspection.
- LS carryout maintenance.

Play Area / Parks & Open Spaces Adoption Flow

