

NOTICE OF PROPOSAL TO HOLD A PUBLIC PROCESSION
Important Notice

As the organiser of your event you should give us at least 28 days notice of your intention to hold a procession. If you cannot provide the notice needed, you should contact the person named at the end of this form to apply for an exemption. We can only make an exemption in exceptional circumstances.

You should read the attached standard conditions and fill in all sections of the form and:

- send to the address at the bottom of this form
- keep a copy for yourself

We may ask you to fill in and return a risk-assessment form with this notification form. We will let you know if this is necessary.

You must bring your copy of this form, along with any risk-assessment form which we may ask you to fill in, to any meeting that we may hold to discuss your notification in more detail.

Please provide the following details.

Your contact details

Name:

Address:

..... **Postcode:**

Tel. No: **Email address:**

Chief Steward's contact details

Name:

Address:

..... **Postcode:**

Tel. No: **Email address:**

Name of organisation or band:

Date and start time of procession:

Reason for procession:

The proposed route:

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.....

Number of people expected to take part:

Please provide details of the arrangements for controlling the event:

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(Please continue on a separate sheet, if you need to)

Number of stewards attending: Number of buses or coaches:

Names of any bands and the names of each band member who will be taking responsibility for the bands. The named band member must be present on the day and must identify themselves to the police.

Name of bands: Band A:

Band B:

Band C:

Name of responsible band member for: Band A:

Band B:

Band C:

(Please continue on a separate sheet, if necessary)

Please provide any extra information about the procession which you think may be relevant (reasons why it is not possible for this procession to be combined with other similar ones).

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Please provide details about the return procession, if this applies.

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I, the organiser, have read your standard conditions and agree to keep to them.

Your signature: **Date:**

Please return this form to:-

Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley PA1 1TT

A person from the above section may need to contact you again to arrange a meeting to discuss your notification in more detail.

APPENDIX

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

STANDARD CONDITIONS REGARDING PARADES/PROCESSIONS

1. 28 days intimation shall be given to the Police of the intention to hold a procession
2. Sufficient stewards and marshals shall be present to ensure that participants comply with directions.
3. Stewards and marshals shall be easily identifiable.
4. The organiser shall identify himself to the Police Officer in charge at the commencement of the procession
5. The processionists, including marshals, shall not march more than four abreast and shall keep to the near or left hand side of the street except one-way street where they will keep to the right hand side.
6. The procession shall be split into sections in order to avoid serious dislocation of traffic.
7. The band or bands taking part shall cease to play when approaching and passing places of worship while services are in progress.
8. No halberds or weapons of any description shall be carried.
9. No cause for complaint shall be given
10. No obstruction shall be caused.
11. The instructions of the Police shall be obeyed.
12. The conditions of Section 62 of the Control of Pollution Act 1974 in relation to the use of loudspeakers shall be observed.
13. The terms of the Public Order Act 1936 in relation to the prohibition of the wearing of uniforms signifying association with any political organisations, etc shall be observed.
14. No band shall play before 8.00am or later than 8.00pm
15. Organisers shall assist the Police in ensuring that passage is allowed for traffic and pedestrians.
16. The organisers shall assist the police in ensuring that these conditions are brought to the notice of persons, bodies and bands participating.