

For official use  
only – notification  
number:



Finance and Corporate Resources  
Administration and Legal Services

## Civic Government (Scotland) Act 1982 (as amended) Notice of proposal to hold a public procession

You can complete this notice of proposal to hold a public procession form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to the Licensing and Registration Office, South Lanarkshire Council, Floor 13, Council Offices, Almada Street, Hamilton, ML3 0AA.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone: 0303 123 1015 Email: [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

### Each question must be answered

- 1 a Full name and address of organiser (including maiden name or any previous name by which you were known where appropriate)

- b Postcode

- c Phone

- d Email

- e Date of birth

- 2 a Full name and address of responsible person who will be in attendance at the procession (if different from above)

b Phone

c Email

d Date of birth

3 Name of organisation

4 a Day and date of procession

b If the date of your procession is particularly significant to your organisation give details

5 Reason for procession

6 What arrangements have been made for the control of the procession, for example, the number of stewards on duty

7 Location of procession (town or village)

8 Number of people expected to take part in the procession (this does not include spectators)

9 If the procession will pass or stop at a cenotaph/war memorial please give details

10 If you will use a South Lanarkshire Leisure park during the procession please give details

11 a Time procession assembles

b Assembly point (this must be a suitable location to accommodate the number of persons taking part in the procession)

c Procession start time

d Details of proposed route including all street names

e Dispersal point (this must be a suitable location to accommodate the number of persons taking part in the procession)

f Approximate duration of procession

g Has your organisation marched along the same route before?

Yes  No

h If no, please explain why you now wish to march on this route?

Return route (if applicable)

12 a Time procession assembles

b Assembly point (this must be a suitable location to accommodate the number of persons taking part in the procession)

c Procession start time

d Details of proposed route including all street names

e Dispersal point (this must be a suitable location to accommodate the number of persons taking part in the procession)

f Approximate duration of procession

13 At the end of the march, what are the arrangements for clearing the marchers from the dispersal point?

14 What is your assessment of the risks to marchers if the route passes through communities which may be against the march?

15 If there have been any difficulties or tensions in the recent past when holding this procession give details

16 Please assess the risk of disruption to local businesses, the community or shoppers and traffic from holding the procession. Please also say whether the risk is low, medium or high

17 a If you are organising any other social events at the end of the march give details

b If you require a police presence at the social event give further details

18 Give details of security in place for any coaches and other vehicles used by the marchers

19 Give details of other priorities there may be in the area on the day of the march

20 Could you combine this procession with other similar events in the area? If not, why not?

21 Details of accompanying bands. Please continue on a separate sheet if necessary

a

Name of band

Responsible person

Address

Town/city

Postcode

Phone

b

Name of band

Responsible person

Address

Town/city

Postcode

Phone

c

Name of band

Responsible person

Address

Town/city

Postcode

Phone

d

Name of band

Responsible person

Address

Town/city

Postcode

Phone

e

Name of band

Responsible person

Address

Town/city

Postcode

Phone

f

Name of band

Responsible person

Address

Town/city

Postcode

Phone

22 Please tick to confirm your preferred method of contact

Email  Phone  Post  Text

23 If you are the organiser please tick to confirm you have read and understood the following:

Code of Conduct

How to Guide

Conditions

Date

Signed

Signature of organiser

24 If you are the responsible person who will be in attendance at the procession (if different from the organiser above) please tick to confirm you have read and understood the following:

Code of Conduct

How to Guide

Conditions

Date

Signed

Signature of responsible person  
(if different from organiser)

### **Important notes - please read carefully**

- 1 To be lodged with the Licensing and Registration Manager, South Lanarkshire Council, Floor 13, Council Offices, Almada Street, Hamilton, ML3 0AA, Phone: 08457 406080.
- 2 A copy of this notification will be sent to Police Scotland to enable them to comment on your proposed procession. In terms of the legislation, details of the proposed procession will be sent out to all persons in the 'opt in' list for the area and will also be published on the Council's website. If necessary consultation will also take place with other Council departments and external bodies.
- 3 As the organiser of your event, you should give the Council at least 28 days notice of your intention to hold a procession. If you cannot provide the notice needed, you should contact the office to apply for an exemption. We can only make an exemption in exceptional circumstances.

- 4 You may require to take out insurance to help cover any risks arising from the procession.
- 5 Your notification may require to be dealt with by the Licensing Committee. In these circumstances this will result in this notification and any objections or representations becoming part of a public document.

For clarification this means that it can be viewed by members of the public and the Council's agendas and minutes of meetings will be available on the Council's website



#### **How we collect and use the information**

The information collected on this form and from supporting evidence, by South Lanarkshire Council will be used to process your application. The information may be passed to other council departments, Department for Work and Pensions, Employment Service and other government departments as permitted by law. We may check the information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include government departments and local authorities. Details of application will be placed in a public register available in our offices and on our website. We will not disclose information about you to anyone outside South Lanarkshire Council nor use information about you for other purposes unless the law permits us to. South Lanarkshire Council is the data controller for the purpose of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at your local Licensing and Registration office.