



CIVIC GOVERNMENT (SCOTLAND) ACT 1982
PART V – PUBLIC PROCESSIONS

POLICE, PUBLIC ORDER AND CRIMINAL JUSTICE (SCOTLAND) ACT 2006
PART 2 – PUBLIC ORDER

NOTICE OF A PROPOSED PUBLIC PROCESSION

This form should be completed by the organiser of the event and submitted to us **at least 28 days before** the date of the proposed procession. The organiser should also complete and return the Risk Assessment Form attached to this application. If your event is less than 28 days away and you have not submitted this form to us, you should contact the person named on this form as soon as possible in order to discuss whether you will be able to apply for an exemption to the required 28 day notice period. Please note that we are only able to grant an exemption in exceptional circumstances, such as the event is being organised in reaction to a recent event or announcement.

You should read the attached code of conduct and fill in **all** sections of the form:

- send the completed form to the address at the bottom; and
- keep a copy for yourself.

We will give a copy of your notification to the Tayside Police.

If you require any assistance with completing the form, please contact us. Not completing all relevant sections of the form may delay or prevent us from considering your notification.

Organiser’s Contact Details

Name:

Address:

..... Postcode:

Phone number: Email address:

Chief Steward’s Contact Details

Name:

Address:

..... Postcode:

Phone number: Email address:

Procession Details

Name of Organisation or Band:

Date and Start Time of Procession:

Reason for Procession:

Proposed Route:

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..... (Please continue on a separate sheet if necessary)

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 necessary)

Number of stewards: Number of vehicles:

Do you intend to use a Perth and Kinross Council car park during this event? Yes/No

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

Band A:

Name of Responsible Person:

Band B:

Name of Responsible Person:

Band C:

Name of Responsible Person:

(Please fill in on a separate sheet if necessary)

Is this a sponsored event? Yes/No If yes, give details

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Is this an annual event? Yes/No

Please provide any extra information about the procession which you think may be relevant:

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I, the organiser, have read your code of conduct and agree to keep to its standard conditions.

Your signature: **Date:**.....

Send Completed form, together with completed Risk Assessment Form, to:

Chief Executives – Legal Services
Perth and Kinross Council
2 High Street
PERTH PH1 5PH
Tel. (01738) 475000
Email. civlicensing@pkc.gov.uk
www.pkc.gov.uk