

Send Completed forms to:

Business Support
East Renfrewshire Council
Council Headquarters
Eastwood Park
Rouken Glen Road
Giffnock
G46 6UG

Telephone: 0141-577-3001

E-mail: celicensing@eastrenfrewshire.gov.uk

Notice of Proposal to hold a Public Procession in East Renfrewshire

Under current legislation you are required to submit this form at least 28 days prior to the procession. As set out by the Scottish Government, organisers, particularly those who are responsible for organising larger events, are encouraged to give notification as early as possible in order to facilitate the efficient planning and management of the procession. Please complete all sections of this form in BLOCK CAPITALS and send to the address noted.

PART 1 – ORGANISER’S DETAILS

This should be the person responsible for and in attendance at the procession on the day. He/She should also be available to attend any meetings with Council and Police representatives.

Name of Organisation _____

Name of Organiser _____

Address _____

Postcode _____

Phone _____ Mobile _____

Email: _____

PART 2 – PROCESSION DETAILS

Date of Procession _____ Day of Procession _____

Reason for Procession _____

Is this an annual procession? YES/NO (delete as appropriate)

If Yes, please supply date of last procession _____

Assembly Point _____ Assembly time _____ Start time _____

Approx. distance of route _____ Approximate duration of route _____
(hrs/mins)

Route and Dispersal Point (within East Renfrewshire boundary only)

Please detail any Associated Event that will take place at the Dispersal Point

Please list places of worship on this route

Have you considered an alternative event to holding a public procession? (e.g. a static demonstration or rally in a public park or other venue). Please detail below what alternatives you have considered and which of these, if any, would be acceptable?

Estimated Number in Procession	_____	Chief Steward's Name	_____
Number of Stewards	_____	Address	_____
Number of Coaches	_____		_____
		Postcode	_____
		Phone	_____

PART 3 – BAND DETAILS (continue on a separate sheet, if necessary)

(a) Band Names _____

Responsible Person _____

Address _____

Postcode _____

Phone _____

(b) Band Names _____

Responsible Person _____

Address _____

Postcode _____

Phone _____

(c) Band Names _____

Responsible Person _____

Address _____

Postcode _____

Phone _____

I, the organiser, confirm that I have read and understood the Council's Code of Conduct, including the data protection information and I am aware of my responsibilities for compliance with its conditions.

Signature of the Organiser _____ Date _____

East Renfrewshire Council
Civic Government (Scotland) Act 1982

CONDITIONS REGARDING PARADES/PROCESSIONS

1. **Twenty Eight days' intimation shall be given to the Council of the intention to hold a procession.**
2. **Sufficient stewards and marshals shall be present to ensure that participants comply with directions. This should be no less than 1 steward for every 10 participants.**
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 streets 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 irrespective of whether a service is 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 9.00am or later than 6.00pm.**
15. **Organisers shall assist the Police in ensuring that passage is allowed for traffic and pedestrians.**
16. **The organisers shall be responsible for ensuring that these conditions are brought to the notice of persons, bodies and bands participating.**
17. **No return processions to be permitted.**
18. **Processions only permitted to take place between the hours of 7.30am and 9.00pm**