



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 consult with Police Scotland and the Roads Network Department providing them with a copy of your application and risk assessment.

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:

.....  
.....  
.....  
..... (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 .....

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  
Pullar House  
35 Kinnoull Street  
Perth  
PH1 5GD  
Tel. (01738) 475000  
Email. [civillicensing@pkc.gov.uk](mailto:civillicensing@pkc.gov.uk)  
[www.pkc.gov.uk](http://www.pkc.gov.uk)

## HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information be shared with Police Scotland and the Roads Network Department.

The Council may also check 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 share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

*For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933.*