

GUIDANCE NOTES FOR ORGANISERS OF PUBLIC PROCESSIONS

We are responsible for dealing with all notifications for public processions proposed to be held in Falkirk Council area.

Under current Human Rights law, everyone has the right to freedom of assembly and of association. When considering a notification for a public procession we will take these rights into consideration but we will also look at the protection of the rights and freedoms of others.

Our aim is to strike a reasonable balance between protecting the fundamental right of individuals and organisations to organise and take part in public processions along with the need to minimise disruption to the wider community by protecting the rights of all of Falkirk's citizens to go about their business without unnecessary disturbance and interference.

We also keep an opt-in list to make sure that anyone who asks for details of processions to be held in their area can receive the appropriate information to allow them to plan better and work around any problems which could be caused by the procession. Many of our Community Councils are on the opt-in list.

How do I make a notification?

Your notification must be made on the public processions notification form. The information you need to provide is as follows:-

- (a) The name of the organisation:
- (b) Location of procession (where is the procession taking place) location plan/map:
- (c) The number of persons likely to take part:
- (d) The proposed day, date, time and duration of the procession:
- (e) The proposed route of the procession:
- (f) The arrangements which that person has made for the control of the procession:
- (g) Number of steward's attending:
- (h) Any other relevant information:
- (i) Person responsible for all arrangements:
- (j) Chief stewards details.

You also need to submit a risk assessment form along with a location/plan/map. Guidance on how to carry out a risk assessment can be downloaded from our web site.

Please give as much advance notice as possible of a proposed procession.

NOTIFICATIONS WHICH ARE SUBMITTED LESS THAN 28 DAYS BEFORE THE PROPOSED PROCESSION DATE WILL NOT BE ACCEPTED.

What should I do if part of my procession will be outside the Falkirk Council area?

You will need to make a notification to each of the local authorities concerned.

How much will it cost?

There is no fee to make a notification.

How long will it take to process my notification?

The processing of a notification is generally straightforward. A copy of your notification is sent to Police Scotland, the Scottish Fire & Rescue Service, local Councillors and the Roads Authority. Your local Community Council if they are on the opt-in list will receive details of the routes etc. Details of your notification are published on the Falkirk Council website. You may be asked to attend a meeting to discuss any changes to your notification proposed following the consultation process, for example a change to the proposed route due to planned roadworks.

Anyone can make representations in relation to your notification if they have concerns about the procession taking place. Any representations must be received by us by the deadline set by the Council. If there are no representations received we will confirm to you in writing that your public procession can take place.

What happens if representations are received?

If any representations are received they must be taken into consideration by us. We consider concerns raised in relation to the effect that the public procession could have on **public safety, public order, damage to property** and the **disruption to the life of the community** when deciding whether to prohibit the holding of a procession or impose conditions on it. You may be asked to attend a meeting to discuss and any representations received.

In some cases your notification may be referred to Civic Licensing Committee and an Order may be made. The Order may prevent the public procession from taking place or relate to additional conditions being imposed such as, a change of route, time or date.

Do any conditions apply to my notification?

There are a number of standard conditions which the Council imposes for all public processions. These cover matters such as the organiser's responsibility for the safety and conduct of the participants. It may be the case that additional conditions are applied to address concerns that have been raised in any representations that are received.

Where do I send my notification?

You can either bring your public procession notification form to us in person or you can post it to us at the address below or email it to us. You also need to send us with your notification form the completed risk assessment form and the location plan/map.

Do I need to do anything after the public procession has ended?

You may be required to attend a debriefing meeting to discuss any issues arising from or during the public procession. We will contact you if a meeting is required.

How do I contact you?

By Post or in person: Licensing Unit
Falkirk Council
Municipal Buildings
West Bridge Street
Falkirk
FK1 5RS

- **By Telephone:** 01324 501575
- **By Fax:** 01324 501588
- **By Email:** licensing@falkirk.gov.uk