

## GUIDANCE NOTES ON HOW TO MAKE REPRESENTATIONS TO A PUBLIC PROCESSION

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, and the need to minimise disruption to the wider community by protecting the rights of all of Falkirks' 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. If you would like to be included in the opt-in list, please contact us using the details below.

### How do I make representations?

If you wish to make representations about a proposed public procession you may do so in writing to the Licensing Unit **by the comments deadline**.

We consider the effect that the public procession would 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.

### How will I know if the public procession is taking place?

We will publish on our web site a list of all notifications that have been received for public processions, marches, parades and similar events and are being processed including a deadline for representations. We will also publish a list of public processions that have been processed, those that have been refused, cancelled or withdrawn.

All public processions, marches, parades and similar events have to comply with standard conditions and these are available as a download. Where we have made an Order to add extra conditions, this will be published on our web site.

### 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](mailto:licensing@falkirk.gov.uk)