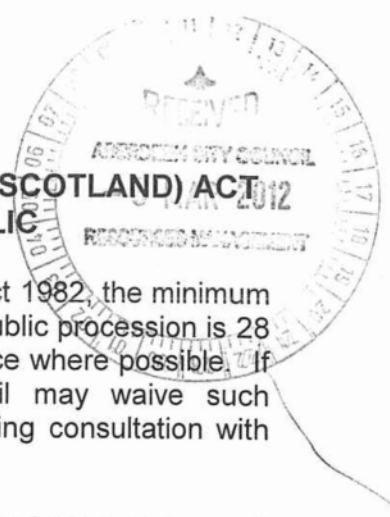


ABERDEEN CITY COUNCIL

NOTICE UNDER SECTION 62 OF THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 OF A PROPOSED PROCESSION IN PUBLIC



Note: In terms of Section 62(2) of the Civic Government (Scotland) Act 1982, the minimum notice that you are required to give of your intention to hold a public procession is 28 days. Organisers should always endeavour to give further notice where possible. If you cannot meet the minimum notice period, the Council may waive such requirement, but only in exceptional circumstances and following consultation with the Chief Constable.

You should read the attached Policy/Guidance note on Public Processions and fill in all sections of this form. You must also complete and return a risk assessment form.

Please complete and sign this form and take 2 copies. Thereafter -

- (1) Send the original to Licensing, Office of City Solicitor, Aberdeen City Council, Town House, Broad Street, Aberdeen, AB10 1AQ.
- (2) Send a copy to Grampian Police at Events Planning Unit, Aberdeen Division, Queen Street, Aberdeen, AB10 1ZA
- (3) Keep a copy for yourself.

Please complete the following details:

Organiser: Name MR. SUKTAN FERROZ
Address [REDACTED]
[REDACTED]
[REDACTED]
Post Code [REDACTED]
Tel No. [REDACTED]
Mobile No. [REDACTED]
E-mail Address [REDACTED]

(Please provide these details as this will enable us to contact you as soon as possible)

Organisation ABERDEEN TRADES UNION COUNCIL
Date and Time of Procession 20TH APRIL 2012 AT 6PM-8PM
Reason for Procession CELEBRATING UNITY IN COMMUNITY
HOPE NOT HATE
[REDACTED]
Proposed Route 13 ADELPHI TO UNION TERRACE GARDENS

(Please attached plan if available)

13 ADELPHI - UNION TERRACE
GARDENS

Estimated Number of (1) Participants 200-500 (2) Vehicles NONE

Arrangements for Controlling Procession STEWARDS

Number of Stewards 20 Number of Buses/Coaches NONE

Name of any Band(s) Participating BUCHEN PIPE BANDS.

Please list the processions in which you have acted as organiser over the last three years -

Date of Procession Organisation

MAY DAY CELEBRATION 2004 - 2011 ATUC

ST. ANDREW'S DAY 2004 - 2011 ATUC

PENSION DAY OF ACTION 30 NOVEMBER 2011

I, the organiser, have read the Council's Code of Conduct on Processions and agree to keep to its Standard Conditions.

Signature [REDACTED]

Date 1/03/2012

DATA PROTECTION ACT 1998

Aberdeen City Council (the Data Controller) will process the information on this form for the purpose of placing any necessary conditions on the procession or preventing it, following due consultation. The information will be disclosed to Grampian Police and may also be circulated to Grampian Fire and Rescue Service and/or Strategic Leadership and Neighbourhood Services (Central Area), Aberdeen City Council for their statutory interest and to any other relevant body approved by the licensing authority. It may also be intimated to the H M Revenue & Customs. The information will also be held on a public register which will be available to members of the public on request.

ABERDEEN CITY COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

PUBLIC PROCESSIONS

RISK ASSESSMENT FORM TO BE COMPLETED BY PROCESSION ORGANISERS

SECTION ONE

Your Name SULTAN FERROZ

Address [REDACTED]
[REDACTED]

Tel No. [REDACTED]

Mobile No. [REDACTED]

E-mail Address [REDACTED]

Date of Procession 20/04/12 Time 6PM-8PM

Proposed Route: 13 ADELPHI - UNION TERRACE
GARDENS
ABERDEEN

General Information for the organiser:

We are asking you to fill in this risk assessment form to help us to understand what dangers and risks might be associated with holding your event. This form will take you through the most common areas of risk which we and the Police might want to raise with you. We and the Police may carry out our own assessment of risk and may want to discuss our assessment with you before any meeting is held or at the first meeting itself.

When a risk assessment may not be needed:

We will tell you if you need to fill in this risk assessment form. You may not need to carry out a risk assessment, for example, if we consider your procession is routine or it has already been decided that the procession will carry little to no risk.

Purpose of filling in the risk assessment form:

A risk assessment of the procession will help to –

- Identify any dangers associated with holding it;
- evaluate the level of any known risks;
- decide who is at risk and in what way and how the risk to them could be reduced or removed; and
- decide, where other types of risk have been identified, whether it would be possible to introduce appropriate measures to allow the procession to go ahead.

Who should be filling this form in:

It would be preferable if you were a suitably qualified person (e.g. someone who is trained in health and safety regulations). If that is not possible, someone else in the organisation with a good knowledge of the area where the march is to be held should fill it in. We will then check the form and compare it to the assessment of risk which we and the Police may be carrying out.

How to fill in the form:

You should work your way through the form section by section. If there are parts to sections which you cannot fill in, you should contact the person named at the end of the form. If your overall assessment shows that there is a high risk associated with holding the procession, you should get in touch as soon as possible to discuss if we can find solutions to reduce or remove the risk. Once we have considered the notification, the risk assessment and all other evidence, we may contact you to hold a meeting.

Who you should send the form to:

You should send your risk assessment form, with your notification form, to the person named at the end of this form at least 28 days before you plan to hold a procession. If you cannot send your risk assessment with the notification, you should do so as soon as possible thereafter.

Next steps:

We will assess the risks associated with holding your procession as early as we can. You should remember to keep a copy of this form for your records and bring it with you for any meeting which we may hold. This is because we and the Police may want to raise issues with you about how your assessment compares to ours. In case there are problems, we may need further meetings.

SECTION TWO

Main risk assessment

The table in this section sets out the main areas of the risk assessment. You should provide as many supporting comments as you can.

Question	You must provide supporting comments in the boxes below. (Attach other pages if required).
Is the date of your procession particularly significant to the organisation?	YES
Has your organisation marched along the same route before?	NO YES
Are there enough trained stewards to control the number of marchers expected?	YES
Have there been any difficulties or tensions in the recent past with holding this procession?	NO
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, or high).	DON'T KNOW DUE TO THE NF MARCH & RALLY IS THE SAME APPLYING → DAY
Please assess any risk to public order: Please also say whether the risk is low, or high).	DON'T KNOW DUE TO THE NF MARCH & RALLY APPLYING THE SAME DATE
Please assess the risk of damage to property. (Please also say whether the risk is low, or high).	DON'T KNOW

Question	You must provide supporting comments in the boxes below. (Attach other pages if required).
Please assess the risk of disruption to local business, the community or shoppers and traffic from holding the procession. Please also say whether the risk is low, or high).	UNITY IN COMMUNITY AND HOPE NOT HATE MOST OF THE SHOPS WILL BE CLOSED AT 6PM AND TRAFFIC IS VERY LOW SO THE RISK IS VERY LOW
Taking account of all the information in this table, what is your opinion of the overall risk of holding the procession? Is it low, or high?	LOW

SECTION THREE

This section details other information which you should consider as part of a general assessment of the procession. You should assess the following –

The main considerations	Supporting comments
At the end of the march, what are your arrangements for getting marchers to go home?	BY BUS
Are you organising any other social events at the end of the march? (Please give details of what these are). And will you need a Police presence?	SMALL SOCIAL GATHERING AT THE TUC-SOCIAL CLUB NO POLICE NEEDED.
Is the proposed route shown on your notification as a route that your organisation commonly uses?	NO =

The main considerations	Supporting comments
Have you taken out insurance to help cover for any risks arising from the procession?	NO NEED
What is your assessment of the risks to marchers if the route passes through communities which may be against the march?	HOPE NOT HATE IS A PEACEFULL CELEBRATION EVERYBODY WILL BE HAPPY
Do you have enough security in place for any coaches and other vehicles?	NO VEHICLES NEEDED
Have you assessed what other priorities there may be in the area on the day of the march?	DON'T KNOW
Have you considered the effect on the community as a whole if the march went ahead?	UNITY IN COMMUNITY HOPE NOT HATE BRING PEACE AND JOY IN THE CITY
Could you combine this procession with other similar events in the area? If not, why not?	ONLY SOS, AAA, HOPE NOT HATE UNDER THE LEADERSHIP OF ATUC.

SECTION FOUR

Final assessment

If the local authority is holding a meeting, I would like to raise the following points about this risk assessment.

- >
- >
- >
- >
- >

Please provide any other supporting comments in the box below.

UNITY IN COMMUNITY HOPE NOT HATE
PEACEFULL CELEBRATION

SECTION FIVE

Declaration

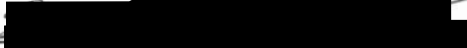
I have assessed the risks associated with holding the above procession.
I will come to any meeting which may be needed.

Signature of the person carrying out the risk assessment 

Name in BLOCK CAPITALS SULTAN FERROZ

Relevant qualifications of the person carrying out the risk assessment:

FULLY EXPERIENCED OF VARIETY OF EVENTS OVER 10 YEARS

Signature of Organiser: 

(You only need to fill in this part of the form if you are not the person who carried out the risk assessment).

Name in BLOCK CAPITALS _____

Date: _____

SECTION SIX

Please return the filled-in risk assessment form with the notification form to the following person:

Licensing
Office of City Solicitor
Resources Management
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1AQ

We will ensure that a copy of your risk assessment is sent to the Police.

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