

## 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 Litigation and Licensing, Legal and Democratic Services, Aberdeen City Council, Business Hub 6 L1S, Marischal College, Broad Street, Aberdeen, AB10 1AB.
- (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 Adam Khan.  
Address Bhtchart centre  
University Road  
Aberdeen  
Post Code AB24 3UT  
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 Students Charities Campaign  
Date and Time of Procession 27/4/2013, 7.30pm  
Reason for Procession Collection for Charitable Cause  
  
  
Proposed Route Schoolhill, Rosemount, Carden Place,

(Please attached plan if available)

Albyn Place, Union Street, King Street (Also gallowgate, Skene Street).

Estimated Number of (1) Participants 500. (2) Vehicles 55

Arrangements for Controlling Procession Stewards in place, strong police presence, restrictions on activities on floats

Number of Stewards 150 Number of Buses/Coaches -

Name of any Band(s) Participating Various drumming groups.  
Each float will be equipped with speakers and a generator.

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

Date of Procession                      Organisation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature 

Date 23/1/2013.

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 Enterprise Planning and Infrastructure, 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 ADAM KHAN

Address BUTCHART CENTRE, UNIVERSITY ROAD,  
OLD ABERDEEN, AB24 3UT

Tel No. [REDACTED]

Mobile No. [REDACTED]

E-mail Address [REDACTED]

Date of Procession 27/4/2013. Time 7.30pm.

Proposed Route: GALLOW GATE, SCHOOLHILL, SKENE STREET,  
CARDEN PLACE, ALBYN PLACE, UNION STREET,  
KING STREET.

**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 - DATE FALLS TRADITIONALLY AT THE END OF THE CHARITIES FORTNIGHT.
Has your organisation marched along the same route before?	YES - HISTORICALLY SIGNIFICANT ROUTE.
Are there enough trained stewards to control the number of marchers expected?	YES - STUDENT LED PARADE; LARGE NUMBER OF STUDENT VOLUNTEERS.
Have there been any difficulties or tensions in the recent past with holding this procession?	NO - VERY FEW PROBLEMS ON MARCH IN RECENT HISTORY.
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, or high).	LOW - ADEQUATE SHIELDING PROVIDED BY STEWARDS,
Please assess any risk to public order. Please also say whether the risk is low, or high).	LOW - NON-POLITICAL, NON-ORGANIZATIONAL, HELD IN EARLY EVENING.
Please assess the risk of damage to property. (Please also say whether the risk is low, or high).	LOW - HELD ON A ROAD, NO CONTACT WITH ANY PROPERTY.

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).	LOW - ROADS IN THE CITY CENTRE CLOSED, BUT AFTER THE WORKING DAY, LESS DISRUPTION TO SHOPPERS & TRAFFIC.
<b>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?</b>	LOW - PROCESSION IS A YEARLY EVENT HELD WITH FEW PROBLEMS. WELL RECEIVED BY THE LOCAL POPULATION, OFFEN A GOOD CHANCE TO ENHANCE STUDENT RELATIONS WITH THE COMMUNITY.

### 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?	SOCIAL EVENT HELD AFTERWARDS AT SPECIFIC VENUE, ALL MARCHERS ENCOURAGED TO ATTEND.
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?	NO OTHER SOCIAL EVENTS HELD, NO FURTHER POLICE PRESENCE REQUIRED.
Is the proposed route shown on your notification as a route that your organisation commonly uses?	YES - ROUTE HAS BEEN FOLLOWED FOR MORE THAN 120 YEARS.

The main considerations	Supporting comments
Have you taken out insurance to help cover for any risks arising from the procession?	FULL PUBLIC LIABILITY INSURANCE.
What is your assessment of the risks to marchers if the route passes through communities which may be against the march?	ROUTE PASSED THROUGH CITY CENTRE, HEAVILY STEWARDED TO MINIMIZE RISKS, VERY FEW COMMUNITIES MAY BE AGAINST THE MARCH.
Do you have enough security in place for any coaches and other vehicles?	YES: FULLY STEWARDED.
Have you assessed what other priorities there may be in the area on the day of the march?	POSSIBILITY OF FOOTBALL MATCHES BUT AS OF YET UNCONFIRMED POSSIBLE TUC EVENT THAT DAY.
Have you considered the effect on the community as a whole if the march went ahead?	ALL MONEY RAISED GOES TO LOCAL CHARITIES, HELPS FOSTER COMMUNITY SPIRIT & STUDENT INVOLVEMENT.
Could you combine this procession with other similar events in the area? If not, why not?	NO: UNIQUE EVENT; NO SIMILAR EVENTS HELD LOCALLY.

## SECTION FOUR

### Final assessment

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

- > CHARITY EVENT; BENEFITS LOCAL CHARITIES VIA. DISBURSED FUNDS
- > HISTORIC EVENT; HELD EVERY YEAR FOR THE PAST 120 YEARS.
- > COMMUNITY EVENT; FOSTERS STRONGER BONDS BETWEEN STUDENTS & NON-STUDENTS IN THE COMMUNITY.
- > HEAVILY STEWARDED; ALWAYS CONTROLLED,
- > ALWAYS HAD FULL BACKING OF THE COUNCIL IN THE PAST.




Please provide any other supporting comments in the box below.

FANTASTIC EVENT FOR THE CITY. A GREAT OPPORTUNITY TO REPRESENT EVERYTHING THAT'S GREAT ABOUT THE CITY.

**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 BRYAN SNELLING

Relevant qualifications of the person carrying out the risk assessment:

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 ADAM KHAN

Date: 11/7/2012

**SECTION SIX**

Please return the completed risk assessment form with the notification form to:

Licensing Team  
Legal and Democratic Services  
Corporate Governance  
Aberdeen City Council  
Business Hub 6 L1S  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

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