

ABERDEEN CITY COUNCIL

NOTICE UNDER SECTION 62 OF THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 as amended by the Police, Public Order and Criminal Justice (Scotland) Act 2006 OF A PROPOSED PROCESSION IN PUBLIC

Note: In terms of Section 62(2) of the Civic Government (Scotland) Act 1982, as amended by the Police, Public order and Criminal Justice (Scotland) Act 2006, 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 District Court/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	Kenny Luke
	Address	City Events, Enterprise, Planning and Infrastructure Business Hub 10 2 nd Floor Sth Marischal College Broad Street, Aberdeen
	Post Code	AB10 1AB
	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 City Council

Date and Time of Procession Saturday 29 June 2013 at 11.00 am.

Reason for Procession To honour and celebrate the work of the UK Armed Forces and those that support them. To encourage members of the public to actively engage in a celebration of the UK's Armed Forces. The event is part of a national celebration.

Proposed Route Albyn Place, Union Street and Castlegate
(Please attach plan if available)

Estimated Number of (1) Participants 1000 (2) Vehicles 20

Arrangements for Controlling Procession The parade will be controlled by ACC and their partner organisations. This includes Grampian Police, City Events, AUOTC and a professional Stewarding company appointed by Aberdeen City Council.

Number of Stewards approx 50 Number of Buses/Coaches Nil

Name of any Band(s) Participating Unknown at present but it is expected that we will have around 10 pipe bands participating.

Please list the processions in which you have acted as organiser over the last 3 years

<u>Date of Procession</u>	<u>Organisation</u>
<u>27 November 2012</u>	<u>ACC Christmas Lights Switch On</u>
<u>11 November 2012</u>	<u>ACC Remembrance Day</u>
<u>30 June 2012</u>	<u>British Armed Forces and Veterans Day</u>

Plus many others over the last 10 years.

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

Signature  Date 16/04/13

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 HM Revenue & Customs. The information will also be held on a public register which will be available to members of the public on request.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

PUBLIC PROCESSIONS

RISK ASSESSMENT FORM TO BE COMPLETED BY PROCESSION ORGANISERS

SECTION ONE

Your Name Kenny Luke

Address City Events, Enterprise, Planning and Infrastructure

Business Hub 10 2nd Floor Sth, Marichal College Broad Street

Aberdeen

Post Code AB10 1AB

Tel Number [REDACTED] Mobile Number [REDACTED]

E-mail Address [REDACTED]

Date of Procession 29 June 2013 Time 11.00am

Proposed Route Albyn Place – Union Street – Castlegate – 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
- 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 our 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 This is part of the national weekend of celebration (British Armed Forces Day) within the calendar and is being supported the whole length of the UK.
Has your organisation marched along the same route before ?	YES Same route used for 2008, 2009, 2010, 2011 and 2012 BAFVD parades. Also a well established and tested route and template for other parades and processions within the City Centre.
Are there enough trained stewards to control the number of marchers expected ?	YES ACC will employ an accredited and professional stewarding company to steward the parade.
Have there been any	NONE

difficulties or tensions in the recent past with holding this procession ?	The previous 4 parades have been tremendous successes and been well received by all members of the Aberdeen community. A very warm and positive reception is given by the crowds lining the parade route.
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low or high)	VERY LOW The parade is well managed and stewarded within a closed street environment resulting in members of the public enjoying the opportunity to acknowledge and celebrate the Armed Forces in a safe manner.
Please assess any risk to public order. (please also say whether the risk is low or high)	LOW Initial discussions with Police indicate a low risk to public order is envisaged.
Please assess the risk of damage to property. (please also say whether the risk is low or high)	NONE
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)	HIGH There will be a significant level of disruption to shoppers, businesses and traffic users due to one Aberdeen's main thoroughfare being closed to all traffic on a late Sunday morning. Bus services will be on divert for at least a couple of hours and some taxi ranks will be closed during the parade.
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 The parade is a very popular and well received event in the calendar and members of the public are supportive of the celebrations.

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 ?	All marchers will disperse quickly under instructions from City Events/Stewarding/ Armed Forces Reps
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
Is the proposed route shown on your notification as a route that your organisation commonly uses ?	YES A well tried and successful template used for all major City Centre parades.
Have you taken out insurance to help cover for any risks arising from the procession?	YES Parade is covered by ACC and MOD insurance.
What is your assessment of the risks to marchers if the route passes through communities which may be against the march ?	Not Applicable
Do you have enough security in place for any coaches and other vehicles ?	YES Employing an accredited and professional company.
Have you assessed what other priorities there may be in the area on the day of the march ?	YES There are no other events within the City Centre that will impact on the parade.
Have you considered the effect on the community as a whole if march went ahead ?	YES The parade will have a positive effect on the general public and will be well received. Immense pride will be on view along with pipe bands and military vehicles.
Could you combine this procession with other similar events in the area ? If not, why not ?	NO The parade is unique and is an integral part of the National Celebration for the weekend.

SECTION FOUR

Final assessment

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

- No other points to be raised.

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Please provide any other supporting comments in the box below.

None

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



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

Name (Block Capitals)

Date

SECTION SIX

Please return the completed risk assessment form along with your notification form to the following address :-

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 Grampian Police.