

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 GRAHAM WALKER
Address [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 SCOTTISH DEFENCE LEAGUE
Date and Time of Procession 29/6/13 14:00 2PM
Reason for Procession FREEDOM OF SPEECH, EXPRESSION
AND MOVEMENT
Proposed Route MARCH DOWN CROWN STREET
TO ST JOHNS PLACE

(Please attached plan if available)

Estimated Number of (1) Participants 100 (2) Vehicles _____

Arrangements for Controlling Procession STEWARDS

Number of Stewards 10 Number of Buses/Coaches 1

Name of any Band(s) Participating _____

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

Date of Procession Organisation

EDINBURGH 26/5/12 SCOTTISH DEFENCE LEAGUE

BERWICK 16/2/13 SCOTTISH DEFENCE LEAGUE

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

Signature [REDACTED] Date 24/4/13

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 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 GRAHAM WALKER

Address [REDACTED]
[REDACTED]

Tel No. _____

Mobile No. [REDACTED]

E-mail Address _____

Date of Procession 29/5/13 Time 14.00

Proposed Route: MARCH DOWN CROWN STREET TO
ST JOHNS CHURCH AT ST JOHNS
PLACE

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?	NO
Has your organisation marched along the same route before?	NO
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).	NO RISK LOW
Please assess any risk to public order. Please also say whether the risk is low, or high).	NO RISK LOW
Please assess the risk of damage to property. (Please also say whether the risk is low, or high).	NO RISK LOW

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).	<p>NO RISK</p> <p>LOW</p>
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?	<p>THERE WILL BE NO RISK</p>

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?	<p>COACH</p>
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?	<p>NO</p>
Is the proposed route shown on your notification as a route that your organisation commonly uses?	<p>NO</p>

The main considerations	Supporting comments
Have you taken out insurance to help cover for any risks arising from the procession?	NO
What is your assessment of the risks to marchers if the route passes through communities which may be against the march?	NONE
Do you have enough security in place for any coaches and other vehicles?	YES
Have you assessed what other priorities there may be in the area on the day of the march?	YES
Have you considered the effect on the community as a whole if the march went ahead?	YES
Could you combine this procession with other similar events in the area? If not, why not?	YES

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.

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 GRAHAM WALKER

Relevant qualifications of the person carrying out the risk assessment:

PREVIOUS MARCH ORGANISER

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 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.

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