

ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise Strategic Planning and Infrastructure
DATE	12 November 2013
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Parades – Marches Operating and Charging Policy
REPORT NUMBER:	EPI/13/214

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1. PURPOSE OF REPORT

A report on a policy review and the introduction of a processions charging policy was instructed by the Urgent Business Committee of the 29 April 2013.

2. RECOMMENDATION(S)

- a) to note the content of this report
- b) To agree one of the following options

**Option 1**

That the current system of charging for all costs associated with Parades/Marches along Union Street be continued.

**Option 2**

To approve the Policy on Charging for 2013 (Appendix A)

- c) If Option 2 is approved  
Forward this report to Finance and Resources Committee to request that an additional budget of £21,000 for Processions in Aberdeen in accordance of the policy for 2014-2015 and beyond be included within the budget setting process

3. FINANCIAL IMPLICATIONS

Option 1 will not incur any additional charges to the Council

Option 2 will require an additional annual budget of £21,000

#### **4. SERVICE & COMMUNITY IMPACT**

This report has no direct implications in relation to Equalities & Human Rights Impact Assessment.

Equalities & Human Rights Impact Assessment will be required within the annual report for parade applications.

#### **5. OTHER IMPLICATIONS**

None

#### **6. REPORT**

Aberdeen City Council has had a practice of charging all those who required to March/Parade along Union Street. Charges were first introduced when Grampian Police (now Police Scotland) took the view that the practice of managing marches/parades by using a rolling closure longer appropriate to provide for these events, that a rolling closure no longer complied with the requirements of the relevant best practice guide and that they could not provide the necessary resources to manage the required road closures.

Although groups were able to obtain a Parade/March approval through the Licensing Committee not all went ahead as some considered that the additional costs of Temporary Traffic Order and Traffic Management were outside their capability, or as in most cases did not want to pay the additional costs

For small, low key Parades/Marches St Nicholas Churchyard was made available for assembly, Grampian police provided staff to provide a rolling closure down Union Street to the dis-assembly point in Castlegate. For this type of Parade/ March neither the Council nor the Police raised any charges although they both incurred staff time.

Castlegate, although not as part of a policy, has been the location where small groups have been permitted to assemble, have meetings and hand out flyers, there has been no charge associated with this approval. Where additional safety requirements are considered necessary any costs incurred by Aberdeen City Council have been charged to the organisers.

Large Parades/Marches require a considerable amount of staff time, both to ensure suitable arrangements are in place for the management of such marches/parades and to establish and operate traffic management arrangements on the day. Not all of this time has t been charged through to applicants. Currently applicants are charged for a Temporary Traffic Order at a cost of £850 or £1,150 dependant on the timing of the order and Traffic Management which varies between £3,000 and £3,500 depending on the length of time of the parade.

## Policy Review

In order to consider current and future policy the following criteria were considered

- a) Time for assembly
- b) Time of set off
- c) Number of likely participants
- d) Security
- e) Traffic Management requirements
- f) Number of “free” parades per year
- g) Requested date and its proximity to other scheduled events
- h) When can they be booked and how many weeks in advance
- i) Restricted periods
- j) Cost of temporary traffic order
- k) Cost of traffic management
- l) Licensing approval
- m) Available finances
- p) Impact on the local economy

In order to consider the above a small working group was set up consisting of officers from the relevant service (Temporary Traffic Order, Events, Traffic Management, General Manager) in EP&I, each item in the above list along with other relevant issues was discussed in length and the results are set out in the policy document (Appendix A)

## 7. BACKGROUND PAPERS

Urgent Business Committee of 29<sup>th</sup> April 2013

<http://councilcommittees.acc.gov.uk/ieListDocuments.aspx?CId=334&MId=3042&Ver=4>

## 8. REPORT AUTHOR DETAILS

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## Appendix A



# **Policy on Charging for Parades/Marches in Aberdeen**

**August 2013**

## **Index**

1.0 Aims and Objectives

2.0 Policy Statement

3.0 Application of Charges

4.0 Responsibilities

## **1. Aims and objectives**

### **Aim**

The aim of Aberdeen City Council Policy on Charging for Parades/ Marches is to define suitable locations, times and costs associated with occupancy of the adopted road network.

### **Scope**

This policy applies without exception, to all adopted or public roads managed by Aberdeen City Council

### **Objectives**

To ensure that occupation of the adopted or public road network is managed in accordance with current legislative requirement and best practice to ensure that public safety is maintained during the period.

## **2. Policy Statement**

- 2.1** In recognition of the Councils' duties under the Road Scotland Act (1984), Local Government Act (2003) and the Transportation Act (2010) along with the requirements of the "Purple Guide" (HSG195) occupation of roads for the purposes of Parades/ Marches etc is required to be managed.
- 2.2** All Parades/ Marches etc who require closure of an adopted/public or private road managed by Aberdeen City Council must obtain the required permissions.
- 2.3** All Parades/ Marches etc are required to obtain a license through Aberdeen City Council's Licensing Committee. Applications are to be in accordance with appropriate time requirements for consideration by relevant parties.
- 2.4** Traffic Management for all City Centre Parades/ Marches will be provided by Aberdeen City Council
- 2.5** Security costs will not be met by the Council, parade Organisers are required to employ/supply the appropriate number of stewards based on the recommendations of the Purple Guide.
- 2.6** No parades under items 3.2 and 3.3 will be allowed in the eight weeks prior to Christmas Day
- 2.7** Parades/ Marches under items 3.2 and 3.3 will only be allowed on a Saturday

- 2.8** Parades/ Marches under items 3.2 and 3.3 will have an agreed set off time between 10.00am and 11.00am with a set up time of half an hour before set off
- 2.9** Parades/ Marches under items 3.2 and 3.3 will have an agreed finish time. Where this is not met then they will be charged full costs for the operation.
- 2.10** Parades/ Marches under items 3.2 and 3.3 will only be allowed on an understanding that participants involved will exceed 300 people. Parades/Marches with less than the minimum will be charged full costs for the operation
- 2.11** Parades/ Marches under items 3.2 and 3.3 will be a maximum of one per month between 1<sup>st</sup> April and 30<sup>th</sup> September
- 2.12** The prescribed location for assembly for any group/organisation without a parade is the Castlegate
- 2.13** Applications for a parade under items 3.2 and 3.3 will require to be submitted to the Council in October for Committee approval in December/January. Late submissions will not be accepted.

### **3. Application of charges**

- 3.1** Assembly in Castlegate with no Parades/ Marches.  
No Charge will be made for traffic management nor for the Temporary Traffic Order, Any costs. Incurred through Aberdeen City Council, for equipment hire for an event in the Castlegate will be passed onto the event organiser.
- 3.2** Parades/ Marches: Assembly in Diamond Street with a procession along Union Street to Castlegate.  
No Charge where budgets are available to meet costs.
- 3.3** Parades/ Marches: Assembly in Union Terrace with a procession along Union Street to Castlegate.  
No Charge where budgets are available to meet costs. (This location would only be used for parades/marches with a high number of vehicles/floats)
- 3.4** Parades/ Marches: Assembly in Albyn Place with a procession along Union Street to Castlegate.  
Full costs for the provision of the Temporary Traffic Order and the appropriate Traffic Management to be met by the Organiser.
- 3.5** Parades/Marches using any other adopted or public roads within the City.

Full costs associated with the provision of the Temporary Traffic Order and Traffic Management to be met by the Organiser.

This policy will be reviewed bi-annually, or as necessary to reflect changes in legislation or best practice.

#### **4. Responsibilities**

##### **4.1 Enterprise, Planning and Infrastructure Committee**

- (a) Agree the parties who will be allocated “No Charge” Parades/ Marches
- (b) Forward the allocated Parades/ Marches to the appropriate Licensing Committee for them to approve/reject the applicants Parade/ March

##### **4.2 Finance and Resources Committee**

- (a) Agree suitable budget to accommodate the provision of Parades/ Marches under items 3.2 and 3.3. If there is no suitable budget applicants will be required to meet the full cost of the parade/march.

##### **4.3 Enterprise Planning and Infrastructure**

- (a) Receive applications for Parades/ Marches under items 3.2 and 3.3 and write the report for EP&I Committee



## Definitions

<b>Adopted/Public Road:</b>	List of Public Roads
<b>Private Road:</b>	All Roads not included above that have access to the public
<b>Road Scotland Act (1984):</b>	Act of Parliament in the United Kingdom, which provided powers to regulate or restrict traffic on UK roads, in the interest of safety
<b>Transport Scotland Act (2005):</b>	Local authority required to provide information on all roads closures etc on the Scottish Road Works Register
<b>Local Government Act (2003):</b>	Introduced the concept of Best Value and Accountability
<b>Purple Guide(HSG195):</b>	The guide brings together information needed by event organisers, their contractors and employees to help them satisfy the requirements of the Health and Safety at Work etc Act 1974 (HSW Act) and associated regulations. It will also enable organisers to understand the needs of others concerned with events, such as the local authority and emergency services, with whom they will need to co-operate. (This Guidance is currently under review)
<b>Traffic Management:</b>	The physical operation of opening and closing roads, managing closed roads and traffic diversions.
<b>Traffic Orders:</b>	Required by Roads (Scotland) Act 1984 to manage and inform on proposed road closures, diversions, times etc