



**Civic Government (Scotland) Act 1982**  
**Proposed Procession**  
**Police Response to Aberdeen City Council Licensing Team**

<b>Our Ref:</b> A28.3/02/16/0052	<b>Your Ref:</b>
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<b>Proposed Procession:</b>	Aberdeen Student Charities Campaign Students' Torch Parade 2016	
<b>Date:</b>	Saturday 19 March 2016	
<b>Police met with organiser:</b>	Yes	
<b>Police objection to procession:</b>	No	
<b>Recommendations:</b>	1.	The procession to commence at 1830 hours, prompt.
	2.	The route to be Gallowgate, Schoolhill, Rosemount, Carden Place, Albyn Place, Alford Place, Union Street to the Castlegate.
	3.	A full closure to be in place for the majority of the route with the exception of Union Street (see comments below) throughout the duration of the procession.
	4.	The leading vehicles in the procession to form up on Carden Place, Aberdeen.
	5.	To facilitate identification in the event of an emergency, each vehicle to be allocated a number, which must be clearly displayed in the windscreen of the cab. Vehicles must travel in order, according to the designated numbers.
	6.	No person, either on foot or on a vehicle shall be permitted to consume alcoholic liquor, or be under the influence of alcohol during the event.
	7.	A minimum of two dedicated stewards per float.
	8.	A registration process to be in place for stewards to provide assurance of stewarding levels prior to the commencement of the parade.
	9.	Designated stewards for this event must not become involved in the charitable collection.

10.	All stewards must wear identifiable high-visibility jackets at all times when escorting the parade.
11.	Stewards to receive a written brief regarding the requirements of their role.
12.	A formal briefing to be held for stewards prior to the start of the parade.
13.	The speed of the procession to be regulated by the Officer in Charge of the Police.
14.	Drivers of vehicles involved in the parade must not sound their vehicle horns unless in an emergency and must not permit children to be carried on the drivers' laps at any time.
15.	A formal briefing to be held for drivers prior to the start of the parade.
16.	Safety measure to be taken on floats (eg barriers/webbing) to minimise risk to participants.
17.	No part of any float must protrude beyond the sides of the vehicle.
18.	No person to board or alight from a vehicle whilst it is in motion.
19.	No person to be permitted to pass between vehicles whilst the procession is in motion.
20.	Torches to be issued when the procession is on Carden Place. They are to be issued only to persons on foot.
21.	No person shall have both a torch and a collecting receptacle.
22.	No person to use a torch in a dangerous manner.
23.	No person to have more than one torch in his or her possession.
24.	Those carrying torches must walk in an orderly fashion and remain with the main procession.
25.	The only exception to items 22, 23 and 24 to be members of the Street Performers Society, who will be permitted torches as required by their performance.
26.	Lit torches must not be extinguished by striking them against vehicles or other flammable material.

27.	No open fires to be carried in or on any vehicles in the procession.
28.	The organiser must ensure that there is adequate provision to extinguish any flammable materials deposited from the torches onto the route.
29.	Collectors on foot to proceed in time with the procession. Collections must be made by means of receptacles as defined in the Public Charitable Collections (Scotland) Regulations 1984. No collections should be made by any other means.
30.	No person to carry water containers or water pistols.
31.	No person to be permitted to skate or blade whilst on or attached to any float.
32.	No strobe lighting to be used on any float.
33.	No person to behave in an indecent manner.
34.	The organiser must ensure that there is sufficient and appropriate first aid cover in place for this event.
35.	The organiser must inform the local media of the timings of the parade and likelihood of there being disruption to traffic in the City Centre.
36.	The organiser must inform the Hackney Licensing Department of the timings of the parade.
37.	The organiser must inform the Scottish Ambulance Service and Scottish Fire and Rescue Service about the times and movements of the parade.
38.	All participants must behave according to the conditions laid down by the organiser.
39.	At the conclusion of the parade, vehicles to travel via an agreed route to the designated de-construction site.
40.	A Safety Officer to be appointed for the event.
41.	Risk assessments to be compiled and circulated prior to the event.
<b>Policing to be provided:</b>	Yes

<b>Comments:</b>	<p>Police Scotland are supportive of the Aberdeen Student Charities Torch Parade application. For previous years several additional recommendations were made in order to enhance public safety whilst still affording the opportunity to hold a successful city centre procession. It is advised that these recommendations remain in place as they were deemed to work well.</p> <p>The existing route (Gallowgate, Schoolhill, Rosemount, Albyn Place, Union Street) requires a 'rolling road closure', which is difficult to achieve for ACC Road Services and has previously caused delays in the procession. In 2013 and 2014, there were delays in the procession as it was discovered there were vehicles still entering the route, prior to the parade arriving. Police delayed the procession to ensure the route was fully clear so the parade could travel safely. It has been agreed with ACC Road Services that Union Street must be fully closed and clear of vehicles from Holburn Junction to Union Terrace/Bridge Street junction before the parade is allowed to move off from Albyn Place.</p> <p>All parties are aware that Police will delay the parade until this has been done.</p> <p>The Student Torch Parade is one of the largest processions in Aberdeen therefore it is recommended a formal risk assessment is completed.</p>
<b>Police contact:</b>	Events Planning, Aberdeen Division, Tel [REDACTED]
<b>Signed:</b> [REDACTED]	<b>Date:</b> 15 December 2015
Ed Fitzgibbon, Inspector, Aberdeen Division	