

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  
**POLICE, PUBLIC ORDER AND CRIMINAL JUSTICE (SCOTLAND) ACT 2006**  
**NOTICE OF PROPOSAL TO HOLD A PUBLIC PROCESSION**

**IMPORTANT NOTICE** – As the organiser of your event you should give us at least 28 days notice of your intention to hold a procession. If you cannot provide the notice needed, you should contact the person named at the end of this form to apply for an exemption. We can only make an exemption in exceptional circumstances.

You should read the attached Code of Conduct and fill in all sections of the form and:

- Send it to the person named at the bottom of this form; and
- Keep a copy for yourself.
- We will make sure that we give a copy of your notification to the police.
- We may ask you to fill in and return a risk-assessment form with this notification form. We will let you know if this is necessary.
- You must bring your copy of this form, along with any risk-assessment form, to any meeting that we may hold to discuss your notification in more detail.

Please provide the following details.

**Your contact details**

**Name:** .....

**Address:** .....

**Postcode:** .....

**Phone Number:** .....

**E-mail address:** .....

**Date of Birth** .....

**Chief Steward's contact details**

**Name:** .....

**Address:** .....

**Postcode:** .....

**Phone Number:** .....

**E-mail address:** .....

**Date of Birth** .....

**Name of organisation or band:**

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**Date and start time of procession:**

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**Reason for procession:**

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**The proposed route:**

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**Number of people expected to take part:**

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**Please provide details of the arrangements for controlling the event:**

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**(Please provide on a separate sheet, if you need to.)**

**Number of Stewards Attending:** ..... **Number of buses or coaches:** .....

**Names of any bands and the names of each band member who will be taking responsibility for the bands. The named band member must be present on the day and must identify themselves to the police,**

**Name of bands:            Band A:**

**Band B:**

**Band C:**

**Name of responsible band member for:            Band A:**

**Band B:**

**Band C:**

(Please fill in on a separate sheet, if necessary)

**Please provide any extra information about the procession which you think may be relevant (reasons why it is not possible for this procession to be combined with other similar ones).**

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**Please provide details about the return procession (if this applies)**

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**I, the organiser, have read the Council's Code of Conduct for Public Processions and agree to keep to its standard conditions.**

**Your signature:**

**Date:**

Please return this form to:

Robert Mackie  
Licensing Team  
16 Church Street  
Dumbarton  
G82 1QL

Email Address:- [licensing@west-dunbarton.gov.uk](mailto:licensing@west-dunbarton.gov.uk)

The person named above may need to contact you to arrange a meeting to discuss your notification in more detail.