

NOTICE OF PROPOSAL TO HOLD A 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 any exemption. We can only make an exemption in exceptional circumstances.

Large Events may require to be lodged earlier than 28 days in advance as they may require to be considered by Committee after they have been processed.

Please read through the application form and risk assessment guidance before completion and:

- Send the completed form to the person named at the end of this form; and
- Keep a copy for yourself.
- We will make sure that we give a copy of your notification to the police.
- Complete and submit the attached risk assessment form with your application.
- You must bring your copy of this form, along with any risk-assessment form which we may ask you to fill in, to any meeting that we may hold to discuss your notification in more detail. Meetings will only be held in exceptional circumstances.

Please provide the following details.

Organiser’s details

Name: Date and Place of Birth
Address: Postcode:
Phone number(s):
E-mail address:

Chief Steward’s details

Name: Date and Place of Birth
Address: Postcode:
Phone number(s):
E-mail address:

Name of organisation or band:

Date and start time of procession:

Reason for procession:

The proposed route:

Number of people expected to take part:

Please provide details of the arrangements for controlling the event:

.....
.....
.....
.....

(Please continue 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).

.....
.....

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

.....

I declare that the particulars given by me on this form together with the details on the application attached are true, **the appropriate persons have read the attached privacy notice**, and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

Organiser's signature:

Date:

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

PROCESSION RISK ASSESSMENT

General information for the organiser

We are asking you to fill in the attached risk assessment form to help us 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.

Please note that Aberdeenshire Council does not accept responsibility for your risk assessment(s) and is not in a position to sign it (them) off. You are advised to consider these matters carefully, and, if in doubt, engage appropriate professionals to assist you in these matters. Aberdeenshire Council reserves the right to comment on the content of your risk assessment(s) and ask for more or different information as may be required.

When a risk assessment may not be needed

We will tell you if you do not need to fill in this risk-assessment form. You may not need to carry out a risk assessment, for example, if we consider that 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 got rid of; and
- Decide, where other types or 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 strong 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 speak to the person named at the end of this form for advice.

If you are planning a large event, it is advisable to lodge your application at least three months in advance, or as soon as is possible, as the application may require to be considered by Committee after it has been processed.

Next steps

We will assess the risks associated with holding your procession within the first two weeks of us receiving your notification and risk-assessment forms. 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 6

Applications should be submitted by email to licapps@aberdeenshire.gov.uk or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduathie Road, Stonehaven. AB39 2DQ

Please note:- The person named above may need to contact you again to arrange a meeting to discuss your notification in more detail.

RISK ASSESSMENT FORM

Section 1

Your name, address and contact details	
Date and time of procession:	Date: Time:
Proposed main route of procession:	

Section 2

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
Is the date of your procession particularly significant to the organisation?	
Has your organisation marched along the same route before?	
Are there enough trained stewards to control the number of marchers expected?	
Have there been any difficulties or tensions in the recent past with holding this procession?	
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high).	

<p>Please assess any risk to public order. (Please also say whether the risk is low, medium or high).</p>	
<p>Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high).</p>	
<p>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, medium or high).</p>	
<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, medium or high?</p>	

Section 3

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
<p>At the end of the march, what are your arrangements for getting marchers to go home?</p>	
<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>	
<p>Is the proposed route shown on your notification as a route that your organisation commonly uses?</p>	

<p>Have you taken out insurance to help cover for any risks arising from the procession?</p>	
<p>What is your assessment of the risks to marchers if the route passes through communities which may be against the march?</p>	
<p>Do you have enough security in place for any coaches and other vehicles used by the marchers?</p>	
<p>Have you considered the policing and attendant costs for holding the procession?</p>	
<p>Have you assessed what other priorities there may be in the area on the day of the march?</p>	
<p>Have you considered the effect on the community as a whole if the march went ahead?</p>	
<p>Could you combine this procession with other similar events in the area? If not, why not?</p>	

Section 4

Final assessment

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

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-
-
-
-

Please provide any other supporting comments in the box below.

Section 5

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:
.....

Relevant qualifications of the person carrying out the risk assessment:
.....

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:

FOR OFFICIAL USE ONLY	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?							
BANFF	ELLON	HUNTLY	INVERURIE		PETERHEAD	STONEHAVEN	TURRIFF

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for permission to hold a public procession
- The determination of your application for permission to hold a public procession
- The issue of any permission to hold a public procession Granted
- Inclusion on the Register of public procession permissions available for public inspection
- Ensuring compliance with the terms of your permission to hold a public procession
- The processing of any complaints made in respect of permission to hold a public procession
- The determination of any complaints made in respect of your permission to hold a public procession
- Information will also be made available to certain parties/organisations on request in relation to public procession permissions granted

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

<ul style="list-style-type: none">• <i>Police Scotland</i>• <i>Roads Service</i>• <i>Building Standards</i>• <i>Some information will also be shared with the Public as part of the online processing of applications for Public Processions Permissions or investigation of complaints/reviews of licences and via the Register of Public Processions Permissions</i>	<ul style="list-style-type: none">• <i>Scottish Ambulance Service</i>• <i>Scottish Fire & Rescue Service</i>• <i>National Parks Authority (where applicable)</i>• <i>Civic Licensing Standards Officers</i>• <i>Information on permissions granted will be made available on request to:</i><ul style="list-style-type: none">○ <i>Local Councillors</i>○ <i>Relevant Committees</i>○ <i>MSPS/MPS</i>○ <i>Business Associations</i>○ <i>Community Councils</i>○ <i>Tourist Information</i>○ <i>Voluntary Organisation</i>
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.

- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.