

**For Official Use Only**

**Form No:** .....................

**Send completed form to:**

Chief Officer (Legal and Democratic)

North Lanarkshire Council

Civic Centre

Windmillhill Street

Motherwell

ML1 1AB

Email: processions@northlan.gov.uk

**NOTICE OF PROPOSAL TO HOLD A PUBLIC PROCESSION WITHIN NORTH LANARKSHIRE**

**Important Notice** – As an organiser of your event you are required to give us at least 28 days notice of your intention to hold a procession.

You should read the Code of conduct for public processions, fill in all sections of this notification form in block capitals and:

* send it to us at the above address

and

* keep a copy of this form for yourself.

We will make sure that we give a copy of this notification form to the police and we may ask you to fill in and return a risk assessment form. We will let you know if you need to fill in a risk assessment form.

You must bring your copy of this notification form, together 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.

Part 1 **Organiser’s Details**

Name of Organisation ………………………………………………………………………………………………...

Name of Organiser ………………………………………………………………………………………………...

Address ………………………………………………………………………………………………...

 ……………………………………….. Postcode ………………………...

Phone No. ……………………………………….. Mobile Phone No. ………………………...

Email Address ………………………………………..

**Notifier’s Details (if different from above)**

Name ………………………………………………………………………………………………...

Address ………………………………………………………………………………………………...

 ……………………………………….. Postcode ………………………...

Phone No. ……………………………………….. Mobile Phone No. ………………………...

Email Address ………………………………………..

**Chief Steward’s contact details**

Name ………………………………………………………………………………………………...

Address ………………………………………………………………………………………………...

 ……………………………………….. Postcode ………………………...

Phone No. ……………………………………….. Mobile Phone No. ………………………...

Email Address ………………………………………..

Part 2 **Procession Details**

Day of Procession …………………………….......... Date of Procession …………………………………......

Reason for Procession ………………………………………………………………………………………………...

Location of Procession …………………………........ Assembly Point ………………………………..….........

(Town/Village)

Assembly Start

Time ……………. Time ……………….

Outward Route and any Associated Event

Dispersal Point

Return Procession (if applicable)

 Assembly Start

Assembly Point ………………………………..… Time ……………. Time ……………….

Route

Dispersal Point

Estimated Number

in Procession …………………………

Number of Stewards …………………………

Number of Coaches …………………………

It is intended to play music before 09.00 or after 18.00 (please delete as necessary) Yes / No

If yes, give full details of times and locations at which music will be played.

Part 3 **Band Details** (Continue on a separate sheet if necessary)

1. Band Name ……………………………………………………………………………………………………

Responsible Person ……………………………………………………………………………………………………

Address ……………………………………………………………………….…………………………...

 ……………………………………….. Postcode ………………………...

Phone No. ……………………………………….. Mobile Phone No. ………………………...

1. Band Name ……………………………………………………………………………………………………

Responsible Person ……………………………………………………………………………………………………

Address ……………………………………………………………………….…………………………...

 ……………………………………….. Postcode ………………………...

Phone No. ……………………………………….. Mobile Phone No. ………………………...

1. Band Name ……………………………………………………………………………………………………

Responsible Person ……………………………………………………………………………………………………

Address ……………………………………………………………………….…………………………...

 ……………………………………….. Postcode ………………………...

Phone No. ……………………………………….. Mobile Phone No. ………………………...

Please provide full details of the arrangements for controlling the event.

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

I, the organiser, confirm that I have read and understood the Council’s Code of Conduct and I am aware of my responsibilities for compliance with its conditions.

Signature of the Organiser ………………………………………. Date …………………………….

**Please return this form immediately to us at the address shown at the start of the form. We may need to contact you again to arrange a meeting to discuss your notification in more detail.**