

Civic Government (Scotland Act) 1982 Guidance Notes - Public Processions

Under the Civic Government (Scotland) Act 1982 as amended Clackmannanshire Council is responsible for dealing with all applications for public processions proposed to be held in Clackmannanshire.

These notes are to assist you in complying with the law when making applications.

1. **ALL** public processions, of whatever type require the approval of Clackmannanshire Council. There are no exemptions.
2. All applications for public processions should be sent to:-

**The Licensing Administrator
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB**

If a procession is to be held in the areas of more than one Council, application must be made to each of the authorities concerned.

By signing the application the Organisation binds themselves to pay for or make good any loss or damage to Clackmannanshire Council property during the course of the procession.

3. Applications must specify :-
 - (a) the name of the organisation;
 - (b) the date and time of the procession;
 - (c) the route of the procession;
 - (d) the number of persons likely to take part;
 - (e) the name, address and telephone number of the person proposing to hold the procession and responsible for the application; and
 - (f) the arrangements which that person has made for control of the procession.
5. Please give as much advance notice as is possible of a proposed procession.

APPLICATIONS WHICH ARE RECEIVED AT LESS THAN 28 DAYS NOTICE MAY BE REFUSED

6. The following applications will be **REJECTED** by the Council :-
 - (a) applications which are not submitted by the person actually responsible for the arrangements; and
 - (b) applications which do not give an effective contact address for this person. (A Box Number is not an effective contact address.)

7. If Clackmannanshire Council refuse to grant an application or grant it subject to conditions, the person who gave notice of the proposal to hold a public procession has a right of appeal to the Sheriff.
8. These notes give general guidance only. The appropriate legislation is contained in Part V of the Civic Government (Scotland) Act 1982 as amended by Paragraph 3 of Schedule 2 of the Public Order Act 1986 to which reference should be made for a detailed statement of the law.

If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address licensing@clacks.gov.uk



Application for Proposal to Hold a Public Procession

Each question must be answered

Please read the guidance notes for applicants.

Name of the Organisation			
Full Name of the person to hold the procession and responsible for the arrangements	Surname	First Name	
Home Address (Including Postcode)			
Date of Birth:		Place of Birth:	
Telephone Number			
Email Address			
Town Where Procession Will Take Place	Date and Day of Procession	Time	Number of Persons Likely to Take Part
Proposed Route -			
Arrangements for control of the procession made by the person proposing to hold it			

Any other relevant information	
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Signature

Date

Please return the completed form together with the relevant fee to:

**The Licensing Administrator
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB**

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