

COMMITTEE:	Cabinet
MEETING DATE:	10 March 2026
BY:	Depute Chief Executive – Children & Communities
REPORT TITLE:	Public Processions and Parades Policy
REPORT STATUS:	Public

9

1 PURPOSE OF REPORT

- 1.1 To present to Cabinet the East Lothian Council Public Processions & Parades Policy for discussion, comment and approval.
- 1.2 The new policy has been developed to ensure that the Council meets current Scottish Government Guidance. The policy and guidance cover procedures for public submission of statutory notices and subsequent Local Authority processes in relation to proposed Public Processions and Parades.

2 RECOMMENDATIONS

- 2.1 Cabinet is recommended to approve the Public Processions & Parades Policy.

3 BACKGROUND

- 3.1 Scottish Government guidance, 'Marches, Parades and Static Demonstrations Guidance' (March 2024) sets out best practice regarding the duties and responsibilities of public authorities, whose principal aims are to provide appropriate assistance and co-ordination to facilitate a safe and orderly event, which minimises any potential impacts on the wider community, whilst still protecting the rights of free assembly.
- 3.2 Local authorities must ensure that they exercise their duties and responsibilities towards the processing of Marches, Parades and Static Demonstration notifications in accordance with legislation, key overarching

legal framework including, European Convention on Human Rights and its incorporation into Scots law through the Human Rights Act 1998.

- 3.3 There is a legal obligation upon the marches & parade organisers to submit notification to the local authority and police not less than 28 days before the event date.
- 3.4 East Lothian Council operates a multi-agency Safety Advisory Group (SAG), which is chaired by the ELC Events Officer and which currently processes all public event notifications, including marches and parades.
- 3.5 A multi-agency Strategic Event Oversight Group meets on an annual basis to review events held over the previous year. This group will ensure the Policy is updated to reflect any changes in legislation. This will ensure it remains relevant, effective and meets all current legal requirements. Membership of SESOG is as follows:

A Chair (ELC): Head of Infrastructure
East Lothian Council Protective Services: Emergency Planning & Events Officer
East Lothian Council Infrastructure: Roads Service
East Lothian Council Protective Services: Emergency Planning Service
East Lothian Council Licensing Service
Police Scotland (Senior Officer)
Scottish Fire & Rescue Service (Senior Officer)
Bear Scotland
Scottish Ambulance Service (Senior Officer)
Transport Scotland

4 POLICY IMPLICATIONS

- 4.1 In approving this report, the Cabinet will be ensuring that East Lothian Council complies with Scottish Government guidance and is compliant with legal requirements, in relation to the way they process notifications of marches and parades.

5 RESOURCE AND OTHER IMPLICATIONS

- 5.1 Finance: There are no immediate financial impacts in relation to the Public Processions and Parades Policy.
- 5.2 Human Resources: There are no immediate implications.
- 5.3 Other (e.g. Legal/IT): Effective implementation of the Policy will require the support and commitment of the risk owners identified within the register.
- 5.4 Risk: There are no risks anticipated with this policy.

6 INTEGRATED IMPACT ASSESSMENT

6.1 **Select the statement that is appropriate to your report by placing an 'X' in the relevant box.**

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a corporate parent; or the storage/collection of personal data.

or

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	N/A
Socio-economic disadvantage/poverty	N/A
Climate change, the environment and sustainability	N/A
Corporate parenting and care-experienced young people	N/A
Storage/collection of personal data	N/A
Other	N/A

[Enter information on impacts that have been identified]

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

https://www.eastlothian.gov.uk/info/210602/equality_and_diversity/12014/integrated_impact_assessments

7 APPENDICES

7.1 Appendix 1 – ELC Public Processions & Parades Policy

8 BACKGROUND PAPERS

8.1 None

9 AUTHOR AND APPROVAL DETAILS

Report Author(s)

Name	Scott Kennedy
Designation	Team Manager, Emergency Planning and Resilience
Tel/Email	skennedy@eastlothain.gov.uk
Date	23/02/2026

Head of Service Approval

Name	Eamon John
Designation	Head of Communities
Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed	Yes
Approval Date	23/02/2026



East Lothian Council

Public Processions and Parades

Policy

Contents

1. Introduction
2. Policy Aims and Principles
3. Governing Legislation
4. Processing Notifications
5. Recording and Publication Principles
6. Dealing with a Notification
7. Code of Conduct
8. Appeals
9. Cancellations
10. Guidelines for Organisers
11. Contacts

Annex 1

Process Flowchart

Annex 2

Code of Conduct for Processions

Annex 3

Notice of Proposal to hold a Public Procession

Annex 4

Risk Assessment Form

1. Introduction

Public Processions are important and valued community events. The Council recognises the fundamental right of individuals in relation to the freedom of assembly and association. They can allow people to celebrate historical events and cultural traditions, express their views or concerns and raise awareness.

East Lothian Council has prepared this policy and the associated Code of Conduct to ensure that processions in East Lothian are managed effectively, appropriately and protect public order and safety.

This Policy, Code of Conduct and any prohibitions or conditions made under it only apply to the proposed procession notified. If your event continues in one place at the end of the procession the usual permissions for holding a fixed event will also be required. The Council anticipates that guidance should be taken from the code of conduct annexed to this policy and that the standard of behaviour should continue following the procession

The term “processions” is used in this policy to mean all marches, parades, processions, cavalcades, common ridings and moving demonstrations. If you are unsure whether your proposed event is a procession, please contact the Council at events@eastlothian.gov.uk.

This policy and the associated legislative requirements do not apply to funeral processions organised by a funeral director in the ordinary course of their business.

2. Policy aims and principles

This Policy sets out the general approach and the factors which the Council will consider when notification for a procession is received. Each notification will be dealt with on its own merits and the conditions or prohibitions which may be considered appropriate and necessary for one procession, may not be applicable to another procession. No restrictions, prohibitions or conditions will be imposed which are not proportionate to the protection of the rights and freedoms of others.

The aim of this policy is to assist the Council, organisers and participants in achieving balance between the legitimate right of individuals and organisations to participate and organise processions and the need to minimise disruption to the wider community by monitoring and preventing unnecessary disturbance and interference.

This policy aims to ensure that a consistent and fair approach is followed in relation to all notifications of processions in East Lothian. In achieving this, it is important that the Council works with organisers, members of the public and Police Scotland in a collaborative manner to ensure that the policy is implemented fairly and reviewed regularly.

The key principles on which this policy is founded are:

- The rights to peaceful assembly and freedom of expression are fundamental rights which should be accessible to all.
- These rights are not absolute; they must be balanced with the responsibility to ensure the rights and freedoms of others are not infringed and be subject to proportionate limitations where necessary.
- The exercise of these rights brings specific responsibilities to those organising and participating in processions, especially in relation to those members of the community whose lives may be disrupted by the procession.

3. Governing Legislation

European Convention on Human Rights and Human Rights Act 1998

The overarching legal framework for processions is the European Convention on Human Rights (hereinafter referred to as “the ECHR”) and its incorporation into Scots law through the Human Rights Act 1998. Article 11 of the ECHR is key when the Council considers any notification of a procession. Enshrining freedom of assembly and association, it states that:

1. Everyone has the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of their interests.
2. No restrictions shall be placed on the exercise of these rights other than such as are prescribed by law and are necessary in a democratic society in the interests of national security or public safety, for the prevention of disorder or crime, for the protection of health or morals or for the protection of the rights and freedoms of others. This article shall not prevent the imposition of lawful restrictions on the exercise of these rights by members of the armed forces, of the police or of the administration of the State.

As above, the rights of freedom and assembly are not unrestricted rights. Conditions or prohibitions to ‘free assembly’ may be imposed to:

- protect national security or public safety;
- prevent disorder or crime;
- protect health or morals; and
- protect the rights and freedom of others.

Any restriction placed on the right to free assembly must also be proportionate to remain compatible with the ECHR.

Civic Government (Scotland) Act 1982

The Civic Government (Scotland) Act 1982 (hereinafter referred to as “the 1982 Act”) is a key piece of legislation that provides the legal framework for regulating various aspects of civic life in Scotland.

The 1982 Acts was introduced to streamline and modernise the regulation of public order, local licensing and other civic issues that were previously dealt with under a number of other older laws.

The 1982 Acts primary purpose is to give local authorities the power to regulate and licence a wide range of activities that affect daily life in communities ensuring public safety order and standards. The 1982 Act aims to protect the public through appropriate regulation and maintain public order and decency.

Sections 70 and 71 of the Police, Public Order and Criminal Justice (Scotland) Act 2006 (hereinafter referred to as “the 2006 Act”) made amendments to the 1982 Act which previously provided the key legislative framework for parades and processions. Taken together these acts provide a clear basis for policy on parades and processions.

It sets out the changes to the law of public processions made by the Police, Public Order and Criminal Justice (Scotland) Act 2006 and what the Council need to take account of when assessing notifications to hold a procession. It also sets out the steps that the Council should take when considering whether it is necessary for it to prevent a procession from taking place or place conditions on it under Part V of the Civic Government (Scotland) Act 1982.

The Council must act within the law, apply the law correctly and base any decision on correct facts. The Council has to exercise discretion in a reasonable manner, act within its powers and be able to justify any conditions or prohibition in relation to the specific circumstances of a procession.

Scottish Government Guidance

This policy and the associated code of conduct operates within the guidance issued by Scottish Ministers to local authorities on 28th March 2024.

The Scottish Government Guidance can be accessed using the link below:

[Scot Gov Guidance on marches, parades and static demonstrations](#)

4. Publication of notifications

The Council is required to compile a list of previous and upcoming processions, marches and parades in their area, including those proposed but prohibited, and to make this list freely available.

The information provided by the organiser of the procession including the name of the organisation, date, time, proposed route, assembly point and estimated number of participants will be shared with the public via the Council's website.

The Council will also share summary information, including all details provided in the notice but excluding all personal data, with interested parties including any organisation, individual, community council or resident or tenants' association who has specifically requested to be notified.

Opt-in List.

The Council maintains an opt-in list of persons or bodies who wish to be individually informed of notifications. On receipt of a notification a copy will be sent to anyone on the opt-in list. Anyone on the opt-in list will have the same opportunity to make representations as above.

If you would like to be added to the opt-in list, please contact the officer detailed in section 11. Bodies representing the interests of local groups such as local business associations, tenants and residents' associations, community groups or charitable organisations as well as operators of public transport are encouraged to submit a single point of contact for receiving notifications of Processions using this list.

5. The Notification Process

This section explains how notifications should be submitted to the Council of a proposed procession, in what form and what supporting information is required.

A summary of the process is shown as a flowchart in Annex 1.

Period of Notice.

All organisers are required to give the Council at least 28 days' notice of any procession. There is no exemption from this requirement for any event, no matter how small or long-standing, unless by an order of the Scottish Parliament. Please note, the Council cannot advise you in relation to orders from the Scottish Parliament.

Waiver of the requirement to give notice.

The Council may on application by the organisers waive the requirement to give 28 days' notice in exceptional circumstances. Each request for waiver will be determined on its merits and on a case-by-case basis. As full an explanation as possible for the reduced period of notice should be provided by the organiser when completing the notification and request for waiver. As part of considering a waiver of the requirement, the Council will consult Police Scotland and consider whether the proposed procession needs to be organised quickly in response to a recent decision or announcement.

Content of Notifications

All notifications must specify:

- the name, address and contact details of the organiser
- the date and time when the procession is to be held
- its route;
- the number of people likely to take part;
- the arrangements for its control being made by the person proposing to hold it; and
- the name and address of that person.

Form of Notification.

All notifications should be submitted to the council in writing. Notification can be given by completing a notification form available from the Council at Annex 3 of this policy and posting this to the Council or by submitting a notification online at [ELC planning a public event guidance](#)

The organiser is also requested to also complete and return a risk assessment alongside the notification form. The Council will support less experienced organisers with completing the risk assessment.

6. Dealing with a notification

Once the Council receives a notification form, it will send a copy to the Police and any relevant internal Council departments, such as Roads Service. A summary of the notification shall be provided to Local Councilors. The officer dealing with your notification may also consult other Council departments and public bodies if they think it is appropriate. The notification will be advertised to the public on the Council's website and any person, body or organisation may make representations or observations concerning the notification within the time period specified by the officer. The Council and/or the Police may, at this point, decide that a further risk assessment is required. This second risk assessment will be undertaken by the Council and the Police. The organiser may be asked to come to a meeting to discuss this and any specific concerns.

The Council will proceed to review the notification in accordance with the 1982 Act and any representations received (elaborated upon below). It must be stressed that this is not an approval process, the current legislative framework presumes the right to hold a procession. Instead, this process is to consider if it is necessary to put in place conditions or prohibit the procession under the 1982 Act. An important point to note is that whilst Article 11 of the ECHR allows for freedom for peaceful assembly, it may be necessary and appropriate for the local authority to place special conditions on the precise manner on which that freedom is exercised. When imposing conditions or prohibiting a procession the Council must have regard to all the relevant factors. The Council must be able to justify any condition or prohibition. Where the Council wishes to impose a condition—beyond the standard conditions outlined in the Code of Conduct—or to prohibit a Procession, the matter shall be referred to the Council's internal Strategic Event Safety Oversight Group for approval. If approved, the Council will provide a statement of reasons to the organizer explaining why they reached that decision.

As outlined in section 3, when considering notifications, the Council will need to consider the impact the procession will have on:

- public safety
- public order
- damage to property
- disruption to the life of the community
- whether containing the risks connected to the procession would place an excessive burden on the police; and
- if the organiser has held a procession in East Lothian before, if they breached any conditions, if they abided by the code of conduct and effects of the procession on the above.

The Scottish Government has guidance on processions, which the Council will consider when carrying out its assessment.

Any such restrictions must be proportionate, reasonable, in accordance with the 1982 Act and balanced against the individual's rights of freedom of assembly. The Council when reviewing the notification may engage with the person organising the procession, including having meetings to discuss the notification and details of the procession. The Council also has a Safety Advisory Group (SAG), which may also form part of the planning for a procession. You can find out more about the SAG at [ELC planning a public event guidance](#)

Other considerations

The Council will consider all of the relevant factors in coming to a decision and each notification will be looked at on a case-by-case basis.

In considering the above the Council may have regard to:

- The number of processions which have taken place in the area affected by the proposed procession. The Council will consider how many processions have taken place in the area in deciding whether the proposed procession would result in excessive disruption to the local community.
- The timing of processions. The Council expects processions to take place between 07.30am and 9pm unless good cause can be shown for holding processions outwith this period. This is to ensure that the procession causes as little disruption as possible.
- The route of the procession. The Council must balance the desire of the organiser to use a particular route with the impact that this will have on others. The Council asks organisers to consider the impact of the procession on the sites which the procession would pass. Organisers should be sensitive to the concerns of the community when selecting routes and be aware of features such as schools, hospitals, places of worship and housing.
- The Police response to the notification. The Police will be considered to be the best judge of whether any Procession would place too great a strain on their resources and significant weight will be given by the Council to their response. The Police response on matters of public safety and order will also form an important part of consideration of these factors.
- Representations and objections received.
- Traffic Management – The Council will consider the effect of any procession on public roads and how the safety of all road users will be affected. This includes the effect of re-routing public transport and considering the disruption to life of the local community. The Police may be consulted on these matters and if this is an

area of concern or consideration, the Council will discuss this with you as early as possible. Where concerns are noted, the Council will consider how to mitigate any disruption to life of the local community, road safety concerns and significant disruption to transport links as a result of the proposed parade or procession and may implement their powers under Sections 14 and 16A of the Road Traffic Regulation Act 1984 and Section 62 of the Roads (Scotland) Act 1984, to make temporary traffic regulation orders (TTROs) in connection with the regulation of traffic around a parade or procession. Police Scotland also have powers to direct and regulate traffic. Which powers and approach to traffic legislation is most appropriate will depend on the circumstances of each parade or procession and will be determined on the facts and risk assessments of each notification received. Any decisions made to implement traffic regulation measures must be taken in accordance with the duties and responsibilities imposed by the Human Rights Act.

- Whether your procession is likely to attract serious or significant protest or opposition. This does not mean that your Procession will be prohibited but the Council may wish to impose conditions for the protection of public order, for example the Council may ask that more stewards are used, or the route is changed away from a sensitive site.

Representations

The Council will also ensure that it is clear how members of the public may comment, make representations or object to the proposed procession. The Council must on receipt of such representations and objections consider carefully which ones it can take into account. Representations and objections which fall within the statutory considerations and parameters will be considered.

Where an objection or representation is to be considered, the Council will review whether the objection can be resolved. This can include talking to both the organiser and the objector to see if an acceptable compromise can be reached.

Decision

After the process above, the Council can communicate three decisions:

1. The procession shall continue as part of the notification and the code of conduct shall apply – this will be the case for most processions.
2. Upon consideration of the factors in the 1982 Act, the procession shall be subject to conditions; and
3. Upon consideration of the factors in the 1982 Act, the procession shall be prohibited.

The Council will give the organiser a copy of its decision in writing.

7. Code of conduct

The standard conditions are contained within the Code of Conduct for Processions annexed to this policy. This code is designed to ensure that Processions are safe and orderly events and that everyone's rights are respected. The standard conditions will apply generally to all processions but, where good cause is shown, may be amended for a particular procession. Processions may also go ahead with additional conditions. Additional conditions must aim to tackle a specific issue and must be proportionate to the concern being addressed.

8. Appeals

An appeal against the Council's decision can be made to Edinburgh Sheriff Court within 14 days of the date the Organiser receives the decision letter and statement of reasons. The appeal should be based on one or more of the following grounds:

- The Council based its decision on any incorrect material fact
- The Council erred in law
- The Council exercised its discretion in an unreasonable manner; or
- The Council acted beyond its powers.

Appeals against the Sheriff's decision can only be made to the Court of Session on a point of law. This appeal must be lodged within 28 days of the Sheriff making a judgement.

9. Cancellations

If a procession must be cancelled for any reason, it is the responsibility of the organiser to let the Council know as soon as possible and preferably to confirm any verbal notification in writing. The organiser should also inform the persons taking part in the procession as soon as is possible. This may include contacting bands or groups due to take part, alerting stewards and putting up notices or adverts letting the public know that the procession has been cancelled. Where possible the Council will also publicise cancellations on the list of planned public events section on of its webpage.

10. Guidelines for Organisers.

Planning Processions

The 28-day period for notifications is a minimum. The Council encourages organisers to liaise with officers at an early stage in planning their Procession. The notification procedure can then be used to identify and resolve problems at an early stage.

Processions should, wherever possible follow main roads and avoid residential streets. Organisers whose processions which do not follow main roads should explain in their notification why they have chosen their route. Organisers should also provide reasons for the timing of any procession to be held outwith the hours of 7.30am to 9pm. It may be helpful to contact the Council in advance of submitting a notification to discuss these potential issues.

Organisers should consider well in advance how they will organise the stewarding arrangements for the procession. The number of stewards will vary with the type and location of the procession. The Council does not have a set policy on acceptable stewarding numbers or ratios and this will be considered individually in the circumstances of each procession.

The Organiser should be able to give a reasonable indication of how many persons are willing to act as stewards at the notification stage. This requires that the Organiser identifies a number of prospective stewards and ascertained their willingness to act in this capacity.

Stewards will require to be highly visible and easily identifiable. Organisers should propose a method for ensuring that stewards meet this standard. Possible methods may include the issue of high visibility vests or brightly coloured t-shirts. The Organiser is responsible for ensuring that stewards can be identified.

Stewards will require to be briefed in advance of the procession and given clear instruction on their role. It may be helpful to direct stewards to the Code of Conduct which sets out the standards of behaviour expected of persons participating in processions. The stewards' own standard of behaviour should be a good example to participants. Poor behaviour by stewards will be a concern to the Council when considering future notifications.

Depending on the type and nature of the procession, organisers should be aware of issues such as byelaws prohibiting the consumption of alcohol in public places

and the applicable restrictions on amplified voice and music. The Control of Pollution Act 1974 applies in relation to the use of loudspeakers. The terms of Part III of the Public Order Act 1986 relating to the wearing of uniforms and incitement of racial hatred will also apply. The Roads (Scotland) Act 1984 restricting the installation of flags or banners on street lighting columns or any other road infrastructure without permission should also be considered.

On the day

One the day of the procession the Organiser should identify themselves to the Police Officer in charge before the procession begins. The Council expects Organisers to co-operate with the Police throughout the procession and where applicable, until the Police are satisfied that the participants have dispersed after the procession. Organisers should remember that the conduct of the procession will be one of the factors considered by the Council in deciding future notifications. This section largely reflects content of the Code of Conduct.

The Organiser accepts that by organising a procession they are responsible for the behaviour of the participants. It is the organiser's responsibility to ensure that:

- An appropriate number of stewards are in attendance. The minimum number of stewards will have been decided in advance. It is the organiser's responsibility to ensure that this minimum is met before the procession can begin.
- Participants are informed of any changes to or conditions imposed on the route, timing or other arrangements
- The police are assisted by stewards in facilitating passage for pedestrians and traffic.
- Participants are spaced out so as to facilitate passage alongside the procession and to protect their own safety. On most roads the maximum width of any procession should be four abreast however any contrary instructions of the Police will take precedence.
- In the case of larger processions, participants are split into sections to facilitate the passage of pedestrians across the route.
- Participants behave in an orderly manner. Persons who are deliberately aggressive (i.e. threatening, abusive, homophobic or racist) should be removed from the Procession.
- Persons who are drunk or under the influence of drugs are not permitted to participate in the procession.
- Any music stops when passing any place of worship where a service is in progress. (the onus will be upon the organiser to establish if any such religious services

are to take place along the proposed route, during the time of the procession)

- Participants disperse peacefully at the end of the procession and that stewards remain on duty until the Police Officer in charge is satisfied with the dispersal.
- No flags or banners attached on street lighting columns or any other road infrastructure without permission from ELC.

11. Contacts

If you have any questions or require any assistance, please contact us by email or post at:

events@eastlothian.gov.uk

Events

Emergency Planning and Resilience

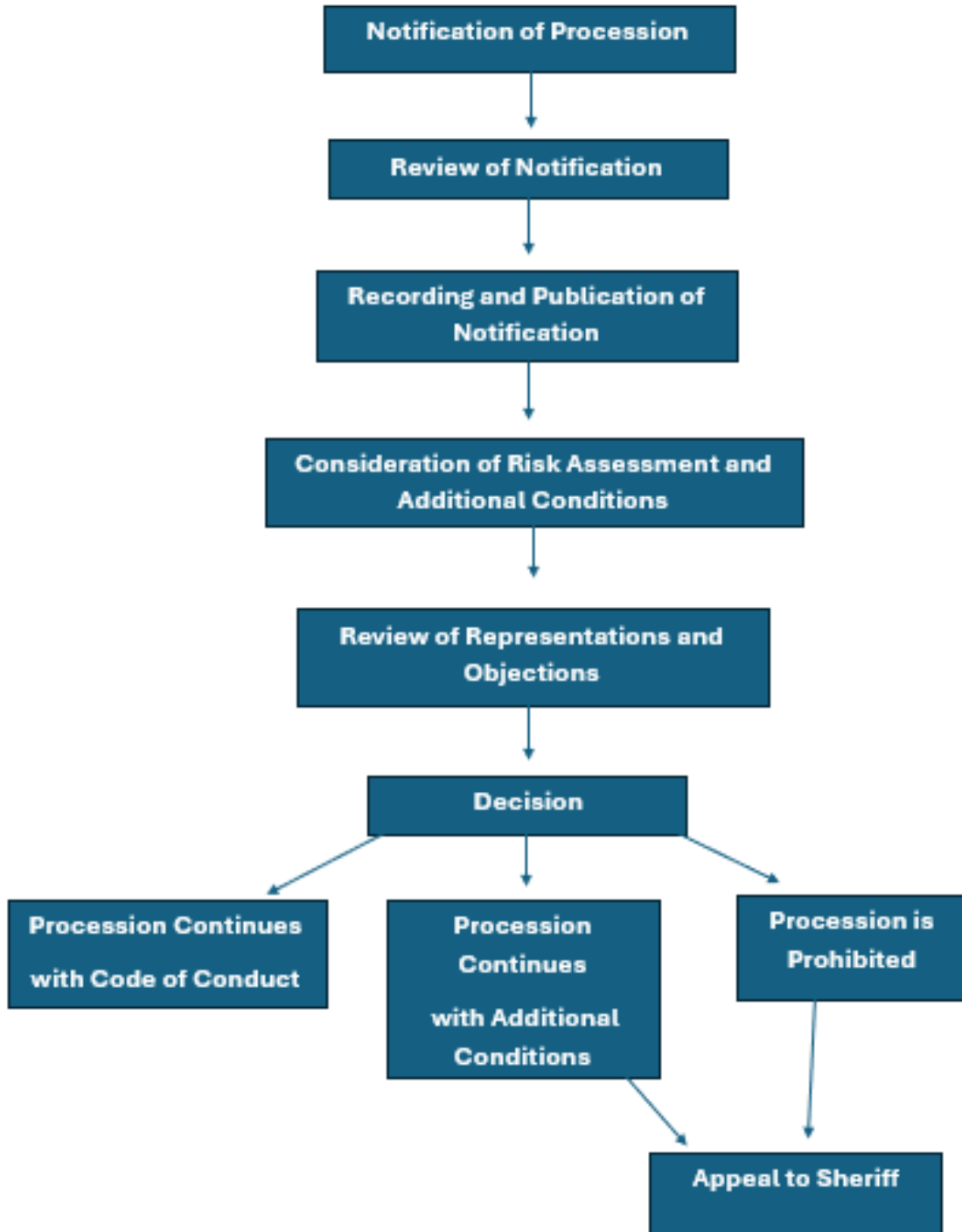
Protective Services

East Lothian Council

Penston House

Macmerry

**Annex 1
Process
Flowchart**



Annex 2

Code of Conduct for processions

This Code of Conduct sets out the standards expected of Organisers, Stewards and Participants of Processions in East Lothian. This code also forms the standard conditions for all processions.

All persons will comply at all times with any instruction or reasonable request of the Police, Fire Service or Ambulance Service.

Processions shall:

- Be held between the hours of 07.30am and 9pm unless otherwise agreed with the Council.
- Not allow music to be played outwith the hours of 07.30am to 9pm, unless otherwise agreed with the Council.
- Use main routes as far as is practicable.
- Adhere strictly to the approved route unless instructed otherwise by the Police Officer in charge.

Organisers will:

- Identify themselves to the police officer in charge before the commencement of the procession.
- Ensure that an appropriate number of stewards are in attendance.
- Ensure that stewards have been briefed as to their role and the standard of behaviour expected of them.
- Ensure that any music stops when passing any place of worship where a service is in progress. the onus will be upon the organiser to establish if any religious services will take place along their proposed route, during the time of the procession
- Ensure that participants disperse peacefully at the end of the procession and that stewards remain on duty until the Police Officer in charge is satisfied with the dispersal.
- Ensure that participants are spaced out so to facilitate safe passage alongside the procession and to protect their own safety. The width of any procession should be judged as whatever is practical and appropriate according to the conditions, but the Police will have the ultimate say on the maximum numbers.

Stewards will:

- Make themselves readily identifiable.
- Assist the police in facilitating passage for pedestrians and traffic.
- Remove or ask the police to remove persons who are deliberately aggressive (i.e. threatening, abusive, homophobic or racist) from the procession.
- Always conduct themselves in a proper manner.
- Assist in dispersing participants at the end of the procession and remain on duty until this is achieved to the satisfaction of the Police officer in charge.

Participants will:

- Obey the lawful direction of the procession organiser and stewards.
- Behave at all times with reasonable due regard for the rights, traditions and feelings of others in the vicinity of the procession.
- Behave with due respect at sensitive sites such as places of worship.
- Refrain from acting in a manner or using language which could be reasonably perceived as being deliberately aggressive or provocative (i.e. threatening, abusive, homophobic or racist).
- Refrain from consuming alcohol or drugs during the procession.
- Keep to the designated route and remain with the body of the procession while participating.
- Disperse peacefully as soon as the procession ends.
- Not attach any flags or banners on street lighting columns or any other road infrastructure without permission from ELC.

Annex 3

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 Council's Public Processions and Parades Policy before completing this form.

You should complete 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 give a copy of your notification to the Police.
- Fill in and return a risk-assessment form with this notification form.

Please complete all sections.

1. Your contact details

<p>Name:.....</p> <p>Address:.....</p> <p>..... Postcode:</p> <p>Phone number:.....</p> <p>E-mail address:.....</p>
--

2. Chief Steward's contact details

Name:.....
Address:.....
..... **Postcode:**
Phone number:.....
E-mail address:.....

3. Details of Procession

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:
.....
.....
.....
.....
.....

4. Stewarding and Parking arrangements

Number of stewards attending: Number of buses or coaches:
Please detail any arrangements made for parking.....
.....
.....

5. Bands

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 him/herself 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 continue on a separate sheet, if necessary.)

6. Any other information

Have you applied to lease any space or building as part of your event?.....

If so, please provide details.....

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

.....

.....

7. Declaration

I, the Organiser, have read the code of conduct attached to the Council's Policy and agree to keep to its conditions.

Your signature:..... Date:

An officer of the Council may need to contact you again to arrange a meeting to discuss your notification in more detail.

You should also complete a risk assessment form and return it with this form.

Please return this form to:

Events
Emergency Planning
and Resilience
Protective Services
East Lothian Council
Penston House
Macmerry
EH33 1EX

Or email to: events@eastlothian.gov.uk

If you have any questions or require any assistance in completing this form, please contact us by email at events@eastlothian.gov.uk

Annex 4

Risk Assessment Form



Risk assessment form issued by East Lothian Council

General information for the Organiser

We are asking you to fill in this risk assessment form to help us understand what dangers and risks might be associated with holding event.

This form will take you through the most common areas of risk which the Council and the Police might want to raise with you. The Council and the Police may carry out our own assessment of risk and may want to discuss our assessment with you.

► 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 mitigated; and
- decide, where other types of 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

The main organiser or someone else in the organisation with a strong knowledge of the area where the march is to be held should fill it in. The Council 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 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 this and see whether we can find solutions to reduce or remove the risk. Once the Council has considered the notification, the risk assessment and all other evidence, we may contact you to arrange a meeting.

► **Who you should send the form to**

You should send your risk-assessment form using the online option, or by email to the person named at the end of this form at least 28 days before you plan to hold a procession. If you require assistance with your risk assessment, you should speak to the person named at the end of this form for advice.

► **Next steps**

The Council 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 the Council 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 one

a) Your contact details

<p>Name:.....</p> <p>Address:.....</p> <p>..... Postcode:</p> <p>Phone number:.....</p> <p>E-mail address:.....</p>
--

b) Details of Procession

Name of organisation or band:.....

Date and start time of Procession:

Reason for Procession:

The proposed route:

.....

Number of people expected to take part:

Section two

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 stewards to control the number of marchers expected?	
Have there been any difficulties/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).	
Please assess any risk to public order. (Please also say whether the risk is low, medium or high.)	
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).	
Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high.)	
Taking account of all the information in this table, what your opinion of the overall risk of holding the Procession? Is it low, medium or high?	

Section three

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
At the end of the march, what are your arrangements for getting marchers to go home?	
Are you organising any other social events at the end of the march? (Please give details of what these are.) Will you need a Police presence?	
Is the proposed route as shown on your notification a route that your organisation commonly uses?	
Have you taken out insurance to help cover for any risks arising from the Procession?	
What is your assessment of the risks to marchers if the route passes through communities which may be against the march?	
Do you have enough security in place for any coaches and other vehicles used by the marchers?	
Have you considered the policing and attendant costs for holding the Procession?	

Section four

Final assessment

If the Council wishes to hold a meeting, I would like to raise the following points about this risk assessment:

Please provide any other supporting comments in the box below.

The main considerations	Supporting comments
Have you considered the effect on the community as a whole if the march went ahead?	
Could you combine this Procession with other similar events in the area? If not, why not?	
Have you assessed what other priorities there maybe in the area on the day of the Procession?	

**Section five
Declaration**

I have assessed the risks associated with holding the above Procession.

I will come to any meeting which may be held concerning this notification.

Signature of the person carrying out the risk assessment:

Signature:..... **Date:**

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.)

Signature:..... **Date:**

Please return this form to:

Events
Emergency Planning and Resilience
Protective Services
East Lothian Council
Penston House
Macmerry
EH33 1EX

Or email to: events@eastlothian.gov.uk

If you have any questions or require any assistance in completing this form, please contact us via e-mail at: events@eastlothian.gov.uk

