



GUIDE FOR ORGANISERS

**PUBLIC PROCESSIONS, MARCHES &
PARADES**

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SECTION 1 – THE LAW

From 1st April 2007 amendments were made to the Civic Government (Scotland) Act 1982 by the Police, Public order and Criminal Justice (Scotland) Act 2006 in relation to processions in public.

The main changes to Part V of the 1982 Act are as follows:-

- . The minimum amount of notice that organisers must give to the Council about their intention to hold a procession is raised from 7 days to 28 days.
- . Various processions which were exempt from giving notice to the Council must now give notice.
- . The Council must consider a range of issues when deciding whether to prohibit a procession or to place conditions on the holding of it.
- . The Council must take account of whether a procession may place too much of a burden on the police.
- . The Council must take into account the effect that a previous procession has had on public safety issues and how far those involved kept to any code of conduct or guidance; and
- . The Council must keep a list of processions which have been held in Highland, or which have been prohibited, so the public can see which processions happen regularly and which are likely to happen in the future.

The 'right to freedom of peaceful assembly' is protected by the European Convention on Human Rights. In particular, Article 11 of the Convention sets out this right. The right to 'free assembly' is not an absolute one, and can be restricted if needed to:

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

The restriction to be placed on the right to free assembly must also be in proportion so it is compatible with Article 11 of the Convention.

SECTION 2 – LOCAL LICENSING

Depending on the nature of the procession/event, there may be a need for organisers to have licences, permits and/or certificates. These could include a public entertainment licence, a liquor licence, a street trader's licence, a lottery permit, a licence for a charitable collection or a market operator's licence.

Full details can be obtained from the Council's website:

www.highland.gov.uk/businessinformation/licensing

SECTION 3 – ORGANISING A PROCESSION/EVENT

Organisers should take account of the following matters when planning their procession/event:-

- . Managing a Procession/Event Crowds
- . Insurance Arrangements
- . Managing Vehicles (Note: organisers should take account of any police involvement with management of vehicles on roads and management of vehicles on land being used for a public event)
- . Health and Safety Issues
- . Managing Waste and Hygiene
- . Training Stewards; and
- . Planning for Unexpected Events.

Note:- Neither the Council nor the Police are responsible for the insurance of a procession/event. Furthermore, neither the Council nor the Police are responsible for any civil or criminal liability of an organiser or those attending a procession/event which liability arises from the holding of such a procession/event.

SECTION 4 – CHECKLIST

Organisers should also refer to the Guidance for Scottish Local Authorities – “Review of Marches and Parades in Scotland” published in December 2006 –

<http://www.scotland.gov.uk/Resource/Doc/159457/0043394.pdf>

together with the relative Process Chart –

<http://www.scotland.gov.uk/Resource/Doc/159457/0043395.pdf>

Organisers should also refer to the publication/website information as detailed in Section 2 above.

SECTION 5 – ORGANISER’S RISK ASSESSMENT

So that the Council and the Police are fully aware of possible risks, organisers may be asked to complete, or have their risk assessor, complete a Risk Assessment in respect of the event.

SECTION 6 – STEWARDING

Note: The cost of training stewards is not the responsibility of the Council or the Police.

It is suggested stewards receive training in:-

- . How to handle emergencies.
- . Crowd control.
- . Basic first aid.
- . The public order laws and other relevant law like health and safety law.
- . Understanding the powers and duties of the Police.

Stewards should use high-visibility jackets which make them visible at all times. The chief steward should give all stewards a formal and detailed briefing on the day of the procession/event which briefing should include:-

- . The general duties and deployment of stewards.
- . The conditions which have been placed on the procession/event.
- . Any police instructions that have been given about the procession/event; and
- . What communication channels will be used on the day of procession/event.

Chief stewards should also go to any debriefing meetings to share their account of the way the procession/event was handled and any concerns arising which can then be dealt with for future processions/events.

SECTION 7 - APPLYING FOR ROAD CLOSURES

If your parade, procession or march is to be held on public roads you may require to apply to the Council's Community Services (Roads) for a Temporary Traffic Restriction Order or Notice (TTRO). It is recommended that before you make an application for permission to hold a parade, procession or march you contact the Council's Community Services to discuss if a TTRO is required. Please note that there may be a fee required for this.

If a TTRO is required you are required to give the Council's Community Services (Roads) Department at least 2 months advance notice of a request for any proposed road closure required to enable to procession/parade/march to be undertake. Please note that there is a risk that the parade, procession or march may not be able to proceed if this is not complied with. Further details in relation to the use of public roads are set out below and the standard road closure application form is available using the following link:

www.highland.gov.uk/info/20005/roads_and_pavements/101/permits_for_working_on_public_roads/3

Submission of the application form is a necessary requirement, and a Temporary Traffic Regulation Order (TTRO) will not be processed unless the form is completed to the satisfaction of the Roads Authority.

Please find below contact details for the Community Services offices within the various areas of Highland.

SECTION 8 – CONTACTS

Contacts in relation to the administration of applications for permission to hold a parade, procession or march are as follows:-

Inverness, Nairn, Badenoch & Strathspey Area

Michael Elsey,
Senior Licensing Officer,
Licensing Dept.,
Council HQ, Glenurquhart Road,
IV3 5NX.
Tel: (01463) 785098
e-mail:
michael.elsey@highland.gov.uk

Ross, Skye and Lochaber Area

Carol Nicolson
Licensing Dept.,,
Tigh na Sgire
Park Lane
PORTREE
Isle of Skye
IV51 9GP
Tel: (01478) 613824
e-mail: carol.nicolson@highland.gov.uk

Caithness, Sutherland and Easter Ross Area

Geraldine Sutherland/Andrea
Merchant,
Licensing Dept.,
County Offices
Market Square
WICK
Caithness
KW1 4AB
Tel: (01955) 607708
e-mail:
geraldine.sutherland@highland.gov.uk

Contacts in relation to obtaining further information or applying for Temporary Traffic Restriction orders or Notices are as follows:-

Inverness Area

Alistair Macleod
Community Services
Diriebught Depot
94 Diriebught Road
Inverness
IV2 3QN
Tel: (01463) 644189
e-mail:
alistair.macleod5@highland.gov.uk

Nairn and Badenoch & Strathspey Area

Craig Irvine
Community Services
Aviemore Depot
Unit 5
Dalfaber Industrial Estate
Dalfaber Drive
Aviemore
PH22 1ST
Tel: (01463)703643
e-mail :
craig.irvine@highland.gov.uk

Lochaber Area

Kristen MacLeod
Community Services
Carr's Corner
Lochybridge
Fort William
PH33 6TL
Tel: (01397) 781091
e-mail:
kristen.macleod@highland.gov.uk

Sutherland Area

Joanne Sutherland
Community Services
Drummuie
GOLSPIE
KW10 6TA
Tel: (01408) 635208
e-mail:
joanne.sutherland@highland.gov.uk

Caithness Area

Jonathan Gunn
Community Services
Wick Area Office
Caithness House,
Market Place
Wick
KW1 4AB
Tel: (01955) 608234
jonathan.gunn@highland.gov.uk

Skye & Lochalsh Area

MacKenzie Sutherland
Community Services
Roads & Transport Depot
Dunvegan Road
Portree
IV51 9HD
Tel: (01478) 614854
e-mail:
mackenzie.sutherland@highland.gov.uk

Ross and Cromarty Area

Trevor Fraser
Community Services

Dingwall Council Offices and Service
Point
84 High Street
Dingwall
Ross-shire
IV15 9QN
Tel: (01349) 868678
e-mail:
trevor.fraser@highland.gov.uk