

Civic Government (Scotland) Act 1982

**Application/notice of a proposal
to hold a march, parade or procession**

Please read the attached guidance notes before completing this form

Please complete all the questions below. Please use block capitals.

1. Full name of organisation or band		
2. Full address of organisation or band Postcode		
3. Full name and address of contact person for the organisation or band Postcode		
4. Contact phone numbers	Home: Business	Mobile:
5. Contact e-mail address		
6. Full name and address of chief steward Postcode		
7. Contact phone numbers	Home: Business:	Mobile:
8. Contact email address		
9. Date and start time of march, parade or procession End time of event		

Received	Ack receipt	Date forwarded Police Ops Roads DL Events	Grant/refuse date	Decision notified
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For office use only

<p>10. Reason for march, parade or procession</p>	
<p>11. Please detail the proposed route of the march, parade or procession (a map showing the proposed route should be submitted)</p>	
<p>12. Approximate number of people expected to take part</p>	
<p>13. Please provide details of the arrangements for controlling the event (continue on a separate sheet, if necessary)</p>	
<p>14. Number of stewards in attendance</p>	
<p>15. Number of buses or coaches</p>	
<p>16. Please detail the names of any bands attending (continue on a separate sheet, if necessary)</p>	
<p>17. Please detail the names of each band member taking responsibility for the bands (continue on a separate sheet, if necessary). The named band member must be present on the day and must identify themselves to the police</p>	
<p>18. Please provide any additional information about the march, parade or procession which you think may be relevant (continue on a separate sheet, if necessary)</p>	
<p>20. Declaration</p> <p>A. I/We declare that the particulars given on this form are correct to the best of my knowledge and belief; and</p> <p>B. I/We understand that the information supplied by me/us as detailed in this form may be stored on a computer system by this authority and that information may be disclosed to the Police and other relevant parties for vetting and background enquiries whilst processing this application.</p> <p>Signature of applicant: _____ Date: _____</p> <p>Signature of agent: _____ Date: _____</p>	

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Guide to applying for permission to hold a march, parade or procession

1. The Scottish Borders Council wish to help organisers of events which may include what will be termed as a march, parade or procession, comply with the law. This guide is to give a reference to the procedures to be followed and contacts to give full information if required.
2. Organisers require to be aware of the legal background to such events:
 - (a) there is a right to free assembly given in Article 11 of the European Convention of Human Rights. This is not an absolute right and can be restricted if needed to protect national security or public safety or the rights and freedom of others;
 - (b) the restrictions on wearing certain uniforms set out in the Public Order Act 1936 remain;
 - (c) the Chief Constable has powers outwith the notification and consultation process over Marches and Parades under the Public Order Act 1986;
 - (d) the Terrorism Act 2000 introduced restrictions on supporting or fundraising for forbidden organisations
 - (e) money may not be collected in the street without the appropriate permission from the Council for such a Public Charitable Collection will be required;
 - (f) if food is provided or sold at the event, the Food Safety Act 1990 requires to be complied with in addition to any requirement to meet the Council's Street Trading licensing conditions;
 - (g) Road traffic law in relation to any required road closure procedures, diversions, signage if there is to be an addition to the march a period of significant static assembly on a public road;
 - (h) the use of loud speakers and the Control of Pollution Act;
 - (i) if access is to be taken to private land, the effects of the Land Reform Act 2003 for crossing such land and any permissions if it is intended to assemble and remain on such land for any time;
 - (j) if it is intended to use a public park or open space, consent will be required from the local authority (PLACEBookings@scotborders.gov.uk), as well as compliance with the terms and conditions of use; and
 - (k) the liquor licensing requirements if alcohol is to be sold or supplied.
3. With effect from 1 April 2007 notification of all marches, parades and processions (apart from funeral processions and any exempt processions) must be formally made to the relevant local authority and the police.
4. Under Section 62 of the above Act, the organiser of a march, parade or procession has to give the local authority 28 days notice of their plans to hold such an event.
5. Organisers should take account of the following when planning their event:
 - managing crowds
 - insurance arrangements
 - managing vehicles
 - health and safety issues
 - managing waste and hygiene
 - training stewards
 - planning for unexpected events
 - risk assessment
6. Organisers should enclose a copy of their risk-assessment for the event, along with their completed notification form and send to the relevant local area office detailed below. A pro forma sheet from the council's event pack is attached as a preliminary form.
7. The council may need to contact you again to arrange a meeting to discuss your notification in more detail.
8. All contact for any march, parade or procession should be addressed to:

The Licensing Unit
Regulatory Services - Legal and Licensing
Scottish Borders Council
Council Headquarters
Newtown St Boswells
Melrose TD6 0SA
phone: 01835 826662
email: liquorandlicensing@scotborders.gov.uk
no less than 28 days before the date of proposed march/parade

Civic Government Licensing

Privacy notice – marches and parades

What information do we need?

Scottish Borders Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

Email: dataprotection@scotborders.gov.uk

Phone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date and place of birth.

For the purposes of this specific service, the personal data we require includes special category information about you (also known as 'sensitive personal data'), specifically health information (disability, allergies, fitness to operate), For taxi driver or private hire driver licence applications, we ask for and hold specific information relating to medical conditions and a full group 2 medical standards certificate is required.

In addition we also require details of any previous criminal convictions and previous licence information.

Why do we need this information?

Your information is being collected to allow Scottish Borders Council to administer the process of applying for licences under the Civic Government (Scotland) Act 1982.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

Compliance with legal obligation:

Scottish Borders Council is required to collect your information in order to carry out the function of providing licences in relation to the Civic Government (Scotland) Act 1982, which is a statutory function of a local authority.

Where we collect special category data this processing is necessary for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

What will we do with your information?

We will use your information to process your application for a licence. Depending on the type of licence, this will involve sharing your information as shown in the table below.

Type of licence	Who your information will be shared with
Marches and Parades	Police Scotland (Ops), SBC Roads, AMEY and DL Events

Applications where valid objections or representations are made will be considered at meetings of the Civic Government Licensing Committee, which are open to the public however some business maybe held in private. We are also required to publish information in licensing registers, which will include your name, address and type of licence. No special category data is included in the register.

When you do not provide information directly to us, we may receive it from other relevant organisations including other Council services, other Local Authorities or Police Scotland.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer.

How long will we keep your information?

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements. Further information on our retention policy and procedure can be obtained from the Data Protection Officer if required.

Automated decision making

No automated decision making will take place.

Your rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please [visit our website](#) or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Phone: 0303 123 1113
Email: casework@ico.org.uk