



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**

A copy of the application must also be sent at the same time to the

**Chief Constable
Central Scotland Police
Mar Place
Alloa
FK10 1AA**

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 7 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