



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
PART V – PUBLIC PROCESSIONS**

**POLICE, PUBLIC ORDER AND CRIMINAL JUSTICE (SCOTLAND) ACT 2006
PART 2 – PUBLIC ORDER**

NOTICE OF A PROPOSED PUBLIC PROCESSION

This form should be completed by the organiser of the event and submitted to us **at least 28 days before** the date of the proposed procession. The organiser should also complete and return the Risk Assessment Form attached to this application. If your event is less than 28 days away and you have not submitted this form to us, you should contact the person named on this form as soon as possible in order to discuss whether you will be able to apply for an exemption to the required 28 day notice period. Please note that we are only able to grant an exemption in exceptional circumstances, such as the event is being organised in reaction to a recent event or announcement.

You should read the attached code of conduct and fill in **all** sections of the form:

- send the completed form to the address at the bottom; and
- keep a copy for yourself.

We will consult with Police Scotland and the Roads Network Department providing them with a copy of your application and risk assessment.

If you require any assistance with completing the form, please contact us. Not completing all relevant sections of the form may delay or prevent us from considering your notification.

Organiser's Contact Details

Name: **David Walters**

Address: **21 Duff Street Bertha Park Perth**

..... Postcode: **PH1 0AE**

Phone number: [REDACTED] Email address: [REDACTED]

Chief Steward's Contact Details

Name: **David Curr**

Address: **21 Chestnut Place Perth**

..... Postcode: **PH1 1EY**

Phone number: [REDACTED] Email address:

Procession Details

Name of Organisation or Band: **District 65 Colonel Cleland Memorial Orange Lodge**

Date and Start Time of Procession: **13.15 20/8/2023**

Reason for Procession: **Annual Parade and Conventical of The Battle of Dunkeld**

Proposed Route: **Move Off from Birnam Highland Game Park at 13.15pm along A923 over Dunkeld Bridge into Bridge Street , turn left into High Street leading into Cathedral Street into Cathedral grounds for 13.40pm**

.....(Please continue on a separate sheet if necessary)

Number of people expected to take part: **Approx between 60-90**

Please provide details of the arrangements for controlling the event:

Marshalls will be controlling event alongside Police Scotland

.....
.....
..... (Please continue on a separate sheet if necessary)

Number of stewards: **6-9** Number of vehicles: **None**

Do you intend to use a Perth and Kinross Council car park during this event? **No**

Names of any bands and the names of each band member who will be taking responsibility for the bands. The named band members must be present on the day and must identify themselves to the police.

Band A: **One Single Piper**

Name of Responsible Person:

Band B:

Name of Responsible Person:

Band C:

Name of Responsible Person:

(Please fill in on a separate sheet if necessary)

Is this a sponsored event? **No** If yes, give details

Is this an annual event? **YES**

Please provide any extra information about the procession which you think may be relevant:

.....
.....
.....
.....

I, the organiser, have read your code of conduct and agree to keep to its standard conditions.

Your signature:  Date: **18/6/2023**

Send Completed form, together with completed Risk Assessment Form, to:

Chief Executives – Legal Services
Perth and Kinross Council
Pullar House
35 Kinnoull Street
Perth
PH1 5GD
Tel. (01738) 475000
Email. civillicensing@pkc.gov.uk
www.pkc.gov.uk

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information be shared with Police Scotland and the Roads Network Department.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.



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RISK ASSESSMENT – PROPOSED PUBLIC PROCESSION

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 your event. This form will take you through the most common areas of risk which we and Police Scotland might want to raise with you. We and Police Scotland may carry out our own assessment of risk and may want to discuss our assessment with you before any meeting is held or at the first meeting itself.

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 got rid of; and
- decide, whether 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?

It would be preferable if you were a suitably qualified person (e.g. someone who is trained in health and safety regulations). If that is not possible, someone else in the organisation with a strong knowledge of the area where the march is to be held should fill it in. We will then check the form and compare it to the assessment of risk which we and Police Scotland 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 to sections 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 if we can find solutions to reduce or remove the risk. Once we have considered the notification, the risk assessment and all other evidence, we may contact you to hold a meeting.

Next steps

We 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 we and Police Scotland may want to raise issues with you about how your assessment compares to ours. In case there are problems, we may need further meetings.



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RISK ASSESSMENT – PROPOSED PUBLIC PROCESSION

Section One

Name: **David Walters**

Address: **21 Duff Street Perth**

.....

..... Postcode: **PH1 0AE**

Phone number: [REDACTED] Email address: [REDACTED]

Date of Procession: **20/8/2023** Time of Procession: **13.15pm**

Proposed Route: **Move Off from Birnam Highland Game Park at 13.15pm along A923 over Dunkeld Bridge into Bridge Street , turn left into High Street leading into Cathedral Street into Cathedral grounds for 13.40pm**

.....

(Please continue on a separate sheet if necessary)

Section Two

This section sets out the main areas of the risk assessment. You should provide as many supporting comments as you can.

| | |
|--|--|
| Is the date of your procession particularly significant to the organisation? | Yes It's the nearest Sunday to the Anniversary Date of the 21st August the date of The Battle of Dunkeld |
| Has your organisation marched along the same route before? | Yes |

Section Two (cont.)

| | |
|--|---|
| Are there enough trained stewards to control the numbers of marchers expected? | Yes |
| Have there been any difficulties or tensions in the recent past with holding this procession? | No apart from a few letters of opposition over the years |
| Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high) | Low |
| Please assess any risk to public order. (Please also say whether the risk is low, medium or high) | Low |
| Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high) | Low |
| 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) | Low |
| Taking account of all the information in this table, what is your opinion of the overall risk of holding the procession? Is it low, medium or high? | Low |

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.

| | |
|---|---|
| At the end of the march, what are your arrangements for getting marchers to go home? | Mini Bus and cars will be taking all participants home from Conventicle or Royal British Legion Club |
| Are you organising any other social events at the end of the march? (Please give details of what these are.) And will you need a police presence? | Yes , Tea and Coffee and Refreshments will be available at The Royal British Legion Club in Dunkeld |
| Is the proposed route shown on your notification as a route that your organisation commonly uses? | Yes |
| Have you taken out insurance to help cover for any risks arising from the procession? | Liability Insurance through The Grand Orange Lodge of Scotland. |
| What is your assessment of the risks to marchers if the route passes through communities which may be against the march? | Low |
| Do you have enough security in place for any coaches and other vehicles used by the marchers? | Yes |
| Have you considered the policing and attendance costs for holding the procession? | Yes |
| Have you assessed what other priorities there may be in the area on the day of the march? | Not aware of any major events that day |
| Have you considered the effect on the community as a whole if the march went ahead? | Yes |
| Could you combine this procession with other similar events in the area? If not, why not? | No , This is an Annual Parade and Conventicle significant to Dunkeld on that date. |

Section Four

Final Assessment

If the local authority is holding a meeting, I would like to raise the following points about this risk assessment.

- >
- >
- >
- >
- >

Please provide any other supporting comments.

Section Five

Declaration

I have assessed the risks associated with holding the above procession.
I will come to any meeting which may be needed.

Signature of the person carrying out the risk assessment: [Redacted]

Name in BLOCK CAPITALS: DAVID WALTERS

Relevant qualifications of the person carrying out the risk assessment:

I have attended and organised this and similar Parades in Perthshire for over 20 years.....

Signature of organiser: [Redacted]

(You only need to fill in this part of the form if you are not the person who carried out the risk assessment.)

Name in BLOCK CAPITALS: **DAVID WALTERS**

Date: **18/6/2023**

Send Completed form to:

Chief Executives – Legal Services
Perth and Kinross Council
Pullar House
35 Kinnoull Street
Perth PH1 5GD
Tel. (01738) 475000
Email. civlicensing@pkc.gov.uk
www.pkc.gov.uk

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We will make sure that a copy of your assessment is sent to Police Scotland and the Roads Network Department.

HOW WE USE YOUR PERSONAL INFORMATION

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