

## **Notice of Proposal to Hold a Public Procession (or similar event, e.g. march, parade, race, sponsored walk, protest demonstration, etc)**

Important notice – As the organiser of your event you should give us at least 28 days’ notice of your intention to hold a procession or similar event. However, if you can give more notice than this, that would be preferable. 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 fill in all sections of the form (continuing on a separate form if you need to) and:

- send it to the person named at the bottom of this form
- keep a copy for yourself
- we will make sure that we give a copy of your notification to the police
- we may ask you to fill in and return a risk-assessment form and we will let you know if this is necessary
- you may require a separate permission or a licence for your event and we will let you know if this is necessary
- you must bring your copy of this form, along with any risk-assessment form which we may ask you to fill in, to any meeting that we may hold to discuss your notification in more detail

Please provide the following details:

**Title of event** .....

**Date of event** .....

### **Your contact details**

**Name:** .....

**Address:** .....

..... **Postcode:** .....

**Phone number:** .....

**Email address:** .....

### **Chief Steward’s contact details (if different to above)**

Name: .....

Address: .....

..... Postcode: .....

Phone number: .....

Email address: .....

If there are to be bands, please give the name of each band 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.

Name of bands: Band A: .....

Band B: .....

Band C: .....

Name of responsible band members for: Band A: .....

Band B: .....

Band C: .....

(Please fill in on a separate sheet, if necessary.)

Name of organisation/Band:  
.....

Reason for event: .....

Start time: ..... Finish time: .....

Assembly area and time (for moving or static events):  
.....

The proposed route (for moving events): .....  
.....  
.....  
.....

The return route (if this applies): .....  
.....  
.....  
.....

Estimated number of people (or vehicles, horses, etc) expected to take part: .....  
.....

Please provide details of arrangements for controlling the event:  
.....  
.....  
.....

Number of stewards attending: ..... Number of buses or coaches: .....

Please provide any extra information about the event which you think may be relevant.  
.....  
.....  
.....  
.....

**Please take a few minutes to complete the checklist on the next page. This will allow us to quickly identify if we/you are required to take any further procedural action.**

**Your signature:** ..... **Date:** .....

You may be contacted again to arrange a meeting to discuss your notification in more detail.

If you would like further information or advice, please contact Licensing Team on 0131 529 4208 or by e-mail at [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk)

**Please return the completed form to: [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk) or send it to**

**Licensing Team,  
City of Edinburgh Council,  
249 High Street  
Edinburgh  
EH1 1YJ**

**Please consider the following checklist and identify any aspect that may apply to your event. This will help us identify and assess the needs of your event and allow us to consider what support mechanisms and resources may be required. This will also help us to determine quickly whether or not any separate specific permission or licence may be required, and if there are any other procedures you should follow.** (If you are in any doubt, please do not hesitate to contact us for advice, using the telephone number given at the end of the notification form. Our officers have an extensive knowledge, understanding and experience of dealing with events and will be happy to offer you their advice. Likewise, if we are unclear about the information you have given, you may be contacted for clarification.)

**Please tick all that apply:**

- Beach
- Calton Hill/Corstorphine Hill
- Canal
- Castle Street
- City Chambers/City Chambers Quadrangle
- Coastal Promenade (e.g. Silverknowes, Cramond or Portobello)
- Craigmillar Castle
- Cycleway
- East Lothian
- East Market Street/Market Street
- Edinburgh Castle/Castle Esplanade
- Festival Square
- Fife
- Filming
- Floats/other vehicles/horses
- Food preparation/distribution
- Foreign consulate building
- Forth Estuary/Forth Road Bridge
- Forth Rail Bridge
- George IV Bridge
- Hawes Pier (South Queensferry)
- High Street
- Holyrood Park (otherwise known as Arthur's Seat/Queen's Park)
- Horses
- King's Stables Road
- Lord Provost
- Midlothian
- Money collection
- Mound/Mound Precinct
- Music/Personal address system/Other noise
- Parking permission/restriction
- Parks/public garden
- Parliament Square West
- Pentland Hills
- Princes Street
- Road closure
- Shopping Mall
- St Andrew's Square Garden
- Stations
- Street furniture (e.g. market stall, gazebo, trailer, etc)
- Theatres (e.g. Ross Band Stand, Usher Hall, etc)
- Waverley Bridge
- Walkways
- West Lothian