

NOTICE OF PROPOSAL TO HOLD A PUBLIC PROCESSION

Important Notice

As the organiser of your event you should give us the minimum of 28 days notice of your intention to hold a procession. 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 read the attached guide and fill in all sections of the form and send it to the person named at the bottom of this form and keep a copy of it yourself.

You are required to give a copy of your notification to the Police and Roads Department and send the original to ourselves.

You also need to complete a risk assessment form which is attached to this form.

We may require to hold a precursory meeting with yourself and relevant organisations to discuss your application in more detail.

Please provide the following details:-

Name:

Maiden Name (if applicable):

Address:

..... Postcode:

Daytime Phone Number:

Mobile Number:

Email address:.....

Chief Steward's contact details

Name:

Maiden Name (if applicable):

Address:

..... Postcode:

Daytime Phone Number:

Mobile Number:

Email address:.....

Name of organisation or band:

Date, start time, estimated time of finish and any other times relating to key stages of the procession:

.....
.....

Reason for Procession:

The proposed route (You must enclose a map showing the route):

.....
.....

Number of people expected to take part:

Please provide details of the arrangements for controlling the event:

.....
.....

(Please continue on a separate sheet, if you need to)

Number of stewards attending:

Number of buses or coaches:

Names of any bands and the names of each band member who will be taking responsibility for the bands. The named band member 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 Member for

Band A:

Address:

Daytime Phone Number:

Band B:

Address:

Daytime Phone Number:

Band C:

Address:

Daytime Phone Number:

(Please continue on a separate sheet, if necessary)

Please provide any extra information about the procession which you think may be relevant (reasons why it is not possible for this procession to be combined with other similar ones, etc):

.....
.....

Please provide details about the return procession (if this applies):

.....
.....

Have you enclosed a copy of a valid certificate of insurance indemnifying the Moray Council of any liability? Yes No

This certificate is required before permission can be granted.

I, the Organiser, have read your guide attached to this letter and agree to keep to its conditions. Signature: _____ Date: _____

Please return the form to:

Sean Hoath
Senior Solicitor
The Moray Council
Council Office
High Street
ELGIN IV30 1BX

We may need to contact you to arrange a meeting to discuss your application in more detail.

EQUAL OPPORTUNITIES

<p><u>Ethnic Group:</u> choose a section from A to E, then tick the appropriate box to indicate your cultural background.</p>	<p>Please answer by ticking the appropriate box,</p>
<p>White</p> <p>Scottish <input type="checkbox"/></p> <p>Other British:</p> <p style="padding-left: 40px;">English <input type="checkbox"/></p> <p style="padding-left: 40px;">Welsh <input type="checkbox"/></p> <p style="padding-left: 40px;">Irish <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Any other white background</p>	<p>Gender</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p><u>Date of Birth</u></p> <p>...../...../.....</p> <p><u>Disability</u></p> <p>Disabled <input type="checkbox"/> Not Disabled <input type="checkbox"/></p>
<p>Mixed</p> <p>Any mixed background</p> <p>.....</p>	<p>Marital Status</p> <p>Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/></p> <p>Widowed <input type="checkbox"/> Separated <input type="checkbox"/></p> <p>Co-habiting <input type="checkbox"/></p>
<p>Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Chinese <input type="checkbox"/></p> <p>Any other Asian Background</p>	<p><u>Religion</u></p> <p>None <input type="checkbox"/></p> <p>Christian <input type="checkbox"/></p> <p>Buddhist <input type="checkbox"/></p> <p>Hindu <input type="checkbox"/></p> <p>Muslim <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Any other</p>
<p>Black, Black Scottish, Black English, Black Welsh or other Black British</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background</p>	<p>Sexual Orientation</p> <p>Heterosexual <input type="checkbox"/></p> <p>Lesbian <input type="checkbox"/></p> <p>Bisexual <input type="checkbox"/></p> <p>Gay <input type="checkbox"/></p> <p>Transgender <input type="checkbox"/></p>
<p>Other ethnic background</p> <p>Any other background</p>	<p><u>Asylum Seekers & Refugees</u></p> <p>Asylum Seeker <input type="checkbox"/> Refugee <input type="checkbox"/></p>

How did you find out that you required permission to hold your public procession?

Did you find it easy to obtain an application form? If so, where did you obtain the application form from? If not, what were the problems you found?

Did you find the application form easy to complete? YES/NO

If No, what problems did you experience in completing the form?

How would you rate how our staff treated you?

- Courteous/polite Friendly
- Helpful Professional

How would you rate the service overall?

- Excellent Very Good Good
- Satisfactory Poor

If you answered satisfactory or poor, in your opinion, what could be done to improve the service

Thank you for taking the time to complete these questions.

Please return the questionnaire to :-

Sean Hoath
 Senior Solicitor
 The Moray Council
 Council Office
 High Street
 ELGIN IV30 1BX