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|  | Official use only |
| Date received |  |
| Date passed |  |

**Notice of Proposal to Hold a Public Procession**

***Important notice – As the organiser of your event you should give us at least 28 days’ notice of your intention to hold a procession. You may also require to apply for a road closure to allow the procession to proceed and should contact the office named at the end of the form for further information. If you cannot provide the notice needed, you should contact the office 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 Councils Code of Conduct for Public Processions and fill in all sections of the form and send it to the address named at the end of this form (keep a copy for yourself)
* If your proposed procession involves any animals or vehicles, you will be required to complete a risk-assessment form.
* You must bring your copy of this form, along with any risk-assessment form which you may have to complete, to any meeting that we may hold to discuss your notification in more detail.
* We will forward a copy of your notification to Police Scotland, local Councillors and the local Community Council.
* You should be aware that the Council are legally required to publicise details of all public processions and decisions made on the notifications. This is presently fulfilled by inclusion on a register within the Dumfries and Galloway Council website.

**Please provide the following details**

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| **1** | **Applicant details** |
| a | Name: |  |
| b | Address: |  |
| c | Postcode: |  |
| d | Contact telephone number(s): |  |
| e | E-mail address: |  |

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| **2** | **Chief Steward’s contact details** |
| a | Name: |  |
| b | Address: |  |
| c | Postcode: |  |
| d | Contact telephone number(s): |  |
| e | E-mail address: |  |

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| **3** | **Procession details** |
| a | Name of organisation or band: |  |
| b | Date and start time of procession: |  |
| c | Estimated duration of procession: |  |
| d | Reason for procession: |  |
| e | Assembly Point: |  |
| f | Dispersal Point: |  |
| g | The proposed route (please provide a plan if possible): |  |
| h | Number of people expected to take part: |  |
| i | Are there any animals involved in the procession: (please give details) If yes, a risk assessment will require to be submitted |  |
| j | Are there any vehicles involved in the procession: (please give details)If yes, a risk assessment will require to be submitted |  |
| k | Please provide details of the arrangements for controlling the event: (Please continue on a separate sheet, if you need to) |  |
| l | Number of stewards attending: |  |
| m | Number of buses or coaches: |  |

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| **4** | **Band details** |
| 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, if required to do so.  |
| a | Name of bands:  | Band A Band B Band CBand DBand E |
| b | Name of responsible band member for:- (Please fill in on a separate sheet, if necessary)  | Band A Band B Band CBand DBand E |
| c | Please provide any extra information about the procession which you think may be relevant (for example reasons why it is not possible for this procession to be combined with other similar ones).  |  |
| d | Please provide details about the return procession (if this applies) |  |

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| **5** | **Declaration** |
| I, the applicant, declare that the information given in this form is correct and true, to the best of my knowledge. I have read the Council’s Code of Conduct for Public Processions and agree to comply with its standard conditions. |
| Name  |  |
| Signature  |  |
| Date |  |

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| **6** | **Return of completed application** |
| Please return your completed application form to:DGFirstRoad Network TeamCargen TowerGarroch Business CentreDumfriesDG2 8PN Tel: 01387 271100 E-mail: roadnetworkteam@dumgal.gov.uk We may need to contact you again to arrange a meeting to discuss your notification in more detail. |

NOTES FOR GUIDANCE

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| 1 | **Applicant details** |
| Please give your full name, address, postcode, contact telephone number(s) and e-mail address. |
| 2 | **Chief Steward’s contact details** |
|  | Please give Chief Steward’s full name, address, postcode, contact telephone number(s) and e-mail address. |
| 3 | **Procession details** |
| a | Please provide the name of the organisation or band.  |
| b | Please provide the date and start time of procession.  |
| c | Please provide the estimated duration of procession. |
| d | Please provide details of the reason for procession. |
| e | Please identify the assembly point. |
| f | Please identify the dispersal point. |
| g | Please provide details of the proposed route (providing a plan if possible). |
| h | Please specify the number of people expected to take part. |
| i | Please provide details of any animals involved in the procession (if animals are involved, please complete and submit a risk assessment). |
| j | Please provide details of any vehicles involved in the procession (if vehicles are involved, please complete and submit a risk assessment). |
| k | Please provide details of the arrangements for controlling the event. |
| l | Please specify the number of stewards attending. |
| m | Please specify the number of buses or coaches. |
| 4 | **Band details** |
| a | Please provide the name of bands. |
| b | Please give name of responsible band member for each band. |
| c | Please provide any extra information about the procession which may be relevant.  |
| b | Please give details about the return procession (if applicable). |
| 5 | **Declaration** |
| By signing this application form you are confirming that the information you have provided is correct and true and that you have read the Council’s Code of Conduct for Public Processions.  |
| 6 | **Return of completed application** |
| Your completed application must be returned to the address shown. Failure to do so may result in a delay in processing your application. |