



Civic Government (Scotland) Act 1982 – Section 62(2)
Intimation of the Intention to Hold a Public Procession
Check List

Date of Procession	
Name of Organisation	
Name of Organiser	

1. (a) Proposed route of procession (b) Is this route regularly used by your organisation?	
2. Is the date of the procession of significance to the organisation?	
3. Has the organisation marched along the same route before? If so, provide details	
4. How many people do you anticipate attending and taking part in the procession?	
5. How many trained stewards will be present to control the number of persons expected to attend and take part?	
6. Have there been any difficulties or tensions in the past when holding the procession? If so, provide details	

7. What level of risk is there to public order?	LOW/MEDIUM/HIGH
8. What level of risk is there to damage of property?	LOW/MEDIUM/HIGH
9. What level of risk is there to the disruption of local businesses, the community, to shoppers or traffic from holding the procession?	LOW/MEDIUM/HIGH
10. Once the procession has ended, what arrangements are in place to get marchers or those attending to go home?	
11. Are any other social events planned at the end of the procession? If so please provide details including whether a Police presence will be needed	
12. Is public liability insurance in place to provide cover for any risks arising from the procession?	
13. What level of risk is there to marchers or those attending if the route passes through areas/communities which may be against the procession?	
14. What consideration has been given to other events taking place in the same area or community on the day of the procession?	
15. What consideration has been given to the effect on the whole area or community if the procession goes ahead?	
16. Could the procession be combined with other similar events or processions in the area? If not, why not?	
17. Taking into account the information supplied in boxes numbered 1 – 16 above, what in your opinion is the overall risk of holding the procession?	LOW/MEDIUM/HIGH
18. Please provide any other relevant information not already covered including if the proposed route will require a temporary closure of the road and if so whether an approach has been	

made to the roads authority (Council or Trunk Road network)	
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Declaration by person completing risk assessment I have assessed the associated risks relating to the holding of the procession and, if requested, will provide any additional information at least 7 days prior to the date of the proposed event.

Signature of person carrying out the assessment

Name and designation in BLOCK CAPITALS

Are you the organiser of the event? YES/NO

If NO, has the organiser contributed to the risk assessment YES/NO

Please forward this with the Intimation of Intention to hold a Public Procession form to:- Democratic Services, Resources Directorate, Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN (email – democratic.services@midlothian.gov.uk)

- Notes:**
- ❖ Section 62(2) of the Civic Government (Scotland) Act 1982 requires that a minimum of 28 days notice prior to the proposed event be given to the Council and Police. However, where possible organisers of events are requested to give a longer period of notice.
 - ❖ Please ensure all parts of the risk assessment sheet and the intimation form are completed before lodging. Incomplete forms will be returned. A Guidance Note and electronic copies of this form and the application form are available at - <https://midlothian.cmis.uk.com/live/CouncilandDemocracy.aspx>
 - ❖ The information requested is to assist with identifying and understanding what dangers and risks may be associated with the holding of the event.
 - ❖ Please ensure that a copy of this form is kept for your records.
 - ❖ As part of the processing of this intimation you may be contacted by Council Services and/or Police Scotland. You may also be asked to attend the Council's Safety Advisory Group to provide additional information and take part in discussion.
 - ❖ Information provided will be held on the electronic register which is available to members of the public in relation to proposed public processions. <https://midlothian.cmis.uk.com/live/CouncilandDemocracy.aspx>
 - ❖ Data Protection Act 1998 – Information supplied will be held electronically by the Council and thereafter retained electronically in terms of the appropriate policy for retention of records. Applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer.