



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

<b>Date of Procession</b>	
<b>Name of Organisation</b>	

**Each question must be answered in block letters using black pen or typing**

1. (a) Name of Organiser.	(Surname)	(Christian name)	
(b) Home Address of Organiser (including post code)			
(c) Age, Date and Place of Birth	Age	Date of Birth	Place of Birth
(d) Contact information	Telephone: Mobile: Email address:		
(e) Position held in Organisation			
2. (a) Name and address of Organisation			
(b) Scottish Charity Registration Number:			

3. (a) Proposed route of Procession (a plan of the route should be provided to include assembly points)	
(b) Proposed times	Start time: Finish time:
(c) Reason for procession	
(d) Number of persons expected to take part	
(e) Do you propose to use any vehicles? If so, list the number of vehicles	YES/NO
(f) Please provide details of the arrangements in place for controlling the procession	
(g) Will any part of the proposed route require the closure of a road? If so please provide details including confirmation that the appropriate roads authority (Council or Trunk Road network) have been contacted and have agreed to the temporary closure of the road and will issue a temporary traffic restriction order (TTRO)	
(h) Do you intend using any land owned by Midlothian Council	YES/NO
4. (a) Name of Person in charge of stewarding	(Surname) (Christian name)
(b) Home Address of Person in charge of stewarding	
(c) Contact Information	Telephone: Mobile: Email address:
(d) Number of stewards attending	

<p>5. Will any bands participate in the event?</p> <p>If Yes, please provide the names of each band and the name of the band member who will be present on the day of the event, who will take responsibility for the band and who will identify themselves on the day to the Police Officer in charge at the event (if necessary continue on a separate sheet)</p>	<p>YES/NO</p>
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I declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.

Date ..... Signature of Applicant .....

**Please forward this and a copy of the risk assessment sheet to:- Democratic Services, Resources Directorate, Midlothian Council, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN (email – [democratic.services@midlothian.gov.uk](mailto: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 intimation form and risk assessment sheet are completed before lodging. Incomplete forms will be returned. A Guidance Note and electronic copies of this and the risk assessment form are available at –**

<https://midlothian.cmis.uk.com/live/CouncilandDemocracy.aspx>

**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.**