 **PROPOSAL TO HOLD A PUBLIC PROCESSION/PARADE**

Important Notice – You should give at least 28 days’ notice of your intention to hold a procession. If you cannot provide the required notice, 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.

TO COMPLETE THIS FORM PLEASE CLICK OR TAP ON THE WHITE TEXT FIELD OR SELECT A CHECK BOX.

|  |
| --- |
| **Your Contact Details:** |

|  |  |
| --- | --- |
| Organisation: | (Click or tap here to enter text.) |
| Name: | (Click or tap here to enter text.) |
| Address: | (Click or tap here to enter text.) |
| Phone Number | (Click or tap here to enter text.) |
| Email: | (Click or tap here to enter text.) |

|  |
| --- |
| **Chief Steward’s Contact Details:** |

|  |  |
| --- | --- |
| Name: | (Click or tap here to enter text.) |
| Address: | (Click or tap here to enter text.) |
| Phone Number: | (Click or tap here to enter text.) |
| Email: | (Click or tap here to enter text.) |

|  |
| --- |
| **The Procession/Parade:** |

|  |  |
| --- | --- |
| Name of Event: | (Click or tap here to enter text.) |
| Date and Start Time: | (Click or tap here to enter text.) |
| Reason for Procession/Parade: | (Click or tap here to enter text.) |
| Proposed Route: *(Please include a route map)* | (Click or tap here to enter text.) |
| Number of people expected to take part: | (Click or tap here to enter text.) |

|  |  |
| --- | --- |
| Please provide details of the arrangements for controlling the Procession/Parade: | (Click or tap here to enter text.) |
| Number of Stewards: | (Click or tap here to enter text.) |
| Number of vehicles participating: | (Click or tap here to enter text.) |

|  |
| --- |
| **Bands:** |

|  |
| --- |
| Names of any bands and the name of each band member who will be taking responsibility for the band. The named band member must be present on the day and identify themselves to the Police. |

|  |  |
| --- | --- |
| Name of Band A: | (Click or tap here to enter text.) |
| Name of Band B: | (Click or tap here to enter text.) |
| Name of Band C: | (Click or tap here to enter text.) |

|  |  |
| --- | --- |
| Name of responsible band member for Band A: | (Click or tap here to enter text.) |
| Name of responsible band member for Band A: | (Click or tap here to enter text.) |
| Name of responsible band member for Band A: | (Click or tap here to enter text.) |

|  |  |
| --- | --- |
| Please provide any extra information about the procession/parade which you think may be relevant (reasons why it is not possible for it to be combined with similar ones): | (Click or tap here to enter text.) |
| Please provide details about the return procession/parade (if this applies) | (Click or tap here to enter text.) |

|  |  |
| --- | --- |
| Your Signature: | (Click or tap here to enter text.) |
| Date: | (Click or tap here to enter text.) |

Please return the completed application form to: [FifeEvents@fife.gov.uk](mailto:FifeEvents@fife.gov.uk)

For any queries:

**Fraser Rankin, Technician, North Fife, Network Management**  
**Tel:** 07985737053 – Fraser.Rankin@fife.gov.uk   
**By Post:** Fife Council Bankhead Central Bankhead Park Glenrothes Fife KY7 6GH

**Jamie Armit, Technician, South Fife, Network Management**  
**Tel:** 07985717268 – Jamie.Armit@fife.gov.uk   
**By Post:** Fife Council Bankhead Central Bankhead Park Glenrothes Fife KY7 6GH