



NOTICE OF INTENTION TO ORGANISE A PUBLIC PROCESSION

Section 6 of the Public Processions (Northern Ireland) Act 1998

Organising body _____

Location of parade (for example, town) _____ Date of parade _____

Notes for organisers

- This notice must be completed by the organiser of a public procession¹. Your refusal or failure to complete **all relevant sections** of this notification form may mean that you have not satisfied the statutory requirement for advance notice. The Parades Commission may refuse to accept an incomplete form.

Warning

Any person who organises or takes part in a public procession shall be guilty of an offence if:

- the requirements as to notice have not been satisfied;
 - the parade is held on a date, at a time or along a route which differs from those specified in this notice.
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- You should read the Parades Commission's booklet 'A Code of Conduct', and ensure that marshals are also familiar with it, as **failure to comply with the Code will be taken into account by the Commission in consideration of any future notice**. Copies may be obtained from your local police station or from the Parades Commission (028 9089 5900).
 - The parade organiser must ensure that all participants, and in particular the marshals, have been informed before the start of the parade of any conditions imposed by the Parades Commission.
 - This notice must be submitted to a member of the police not below the rank of sergeant, at the police station nearest to the proposed starting place of the procession. It must be submitted **not less than 28 days** before the date of the procession or, if that is not reasonably practicable, as soon as is reasonably practicable to do so.
 - If notification is less than the required 28 days, you must complete the section below.

Reason for delay

- Please complete in CAPITALS and in black ink.
- If there is not enough room in any section, please continue on a separate sheet.

¹This notice is not required in respect of funeral processions or processions held by the Salvation Army along a route customarily followed by them.

Part 1 - Organiser's details

Organising body			
Name of person organising parade			
Home address			
Telephone No	Home	Work	Mobile

Part 2 - Procession details

General information (If you intend to parade out to a location and then parade back from there, fully or even partly along your outward route, then you must give details of both the outward and return routes and the timings etc as set out below)

Outward parade	Date				
	Assembly	Time	am/pm	Place	
	Dispersal	Time	am/pm	Place	
	Purpose				
Return parade	Assembly	Time	am/pm	Place	
	Dispersal	Time	am/pm	Place	
Anticipated number of participants (including band members)		Number of bands		Likely number of supporters	
Will there be a street collection in conjunction with the procession? (Note: If 'Yes', a separate application to the police is required)				Yes	No
Will uniform/regalia be worn?				Yes	No
Will banners/flags be carried?				Yes	No
<i>In this regard, the attention of organisers and marshals is particularly drawn to paragraphs B, F and G of Appendix A to the Code of Conduct.</i>					
If the purpose of the procession is to attend a religious service/public meeting, please provide the following details:					
Location of service/meeting					
Starting time		am/pm	Finishing time		am/pm

Part 2 - Procession details (cont'd)

Proposed route (*name all streets in order*)

In addition, you may wish to include a map outlining the proposed route.

Outward journey: starting time _____ am/pm

1	_____	13	_____
2	_____	14	_____
3	_____	15	_____
4	_____	16	_____
5	_____	17	_____
6	_____	18	_____
7	_____	19	_____
8	_____	20	_____
9	_____	21	_____
10	_____	22	_____
11	_____	23	_____
12	_____	24	_____

Return journey: starting time _____ am/pm

1	_____	13	_____
2	_____	14	_____
3	_____	15	_____
4	_____	16	_____
5	_____	17	_____
6	_____	18	_____
7	_____	19	_____
8	_____	20	_____
9	_____	21	_____
10	_____	22	_____
11	_____	23	_____
12	_____	24	_____

Is more than one circuit of the route proposed?

Yes No

Part 2 - Procession details (cont'd)

Organiser's control arrangements

The booklet 'A Code of Conduct' has been prepared as a source of advice for those organising parades and marches for any purpose in public places. It is designed to assist organisers by providing both a checklist and reminder of the points they will need to cover and the issues they will need to address in planning, and on the day.

How many marshals will be in attendance? Please give their names (*this information must be provided*).

1 _____ 4 _____ 7 _____
2 _____ 5 _____ 8 _____
3 _____ 6 _____ 9 _____

Have they had formal training? Yes/No

If 'Yes', please give details _____

What form of identification will be worn by marshals?

Armbands Coats Other

If 'Other' please give details _____

What method of communication will there be between the organiser and marshals during the parade?

Mobile telephone Radio Verbal Other

If 'Other' please specify _____

What method of communication will there be between:

Organisers/marshals and police? Mobile telephone Radio Verbal Other

Organisers/marshals and other emergency services? Mobile telephone Radio Verbal Other

If 'Other' please specify _____

Part 4 - Details of further destinations

(To be completed where it is intended that the procession members/bands will travel collectively to a further destination.)

Will the procession be travelling to another town or place? Yes No

If 'Yes', please give the following details:

Destination _____ Time of departure _____ am/pm Place of departure _____

What method of travel will be used? Bus Car Train

Towns on route to destination:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Intermediate stops _____

Time of arrival _____ am/pm Arrival point _____

After arrival, do you intend to parade? Yes No

If 'Yes', please note that if you are the organiser of a procession at a different location, a separate notice must be handed to the police at that location in respect of each procession.

What is the intended return route?

_____	_____	_____
_____	_____	_____
_____	_____	_____

Final destination _____ Time of arrival at final destination _____ am/pm

Declaration and signature of the organiser

I confirm that I have read and understood the booklet 'A Code of Conduct' and that I am aware of my responsibilities as a parade organiser. I confirm that the information I have given is correct to the best of my knowledge.

Signed _____ Date _____

Part 5 - For Police Use

(To be completed by Police Officer not below rank of sergeant)

Notice handed in by:

Name _____

Address _____

Telephone number _____

Notice received on:

Date _____ Time _____ am/pm

Checklist:

- All sections of form complete? Yes No
- If 'No', I have advised the organiser/person notifying the parade that a form containing inadequate or insufficient details may not satisfy the statutory requirement for advance notice, in which case it will not be accepted by the Parades Commission; and that persons organising or taking part in a parade for which the statutory requirement for notice has not been satisfied may be guilty of an offence.
- I have offered the organiser/person notifying the parade a copy of the Parades Commission's statutory documents: *A Code of Conduct; Procedural Rules; and Guidelines.*

Name _____

Rank _____ Number _____

Station _____

Date faxed to Parades Commission _____

Part 6 - For Parades Commission use

Received and checked by: (initials) Date _____

Data input by: (initials) Date _____