



**COMHAIRLE NAN EILEAN SIAR**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**NOTICE OF PROPOSAL TO HOLD A PUBLIC PROCESSION**

As the organiser of the event you should give at least 28 days' notice of your intention to hold a procession. If you cannot provide the notice needed, you should contact this office to apply for an exemption. We can only make an exemption in exceptional circumstances.

**This form when completed should be sent to the Licensing Office, Comhairle nan Eilean Siar, Sandwich Road, Stornoway, HS1 2BW.**

This form should be completed in typescript or in block capital letters using **black ink**.

**EVENT TYPE -**

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**ORGANISERS DETAILS**

(a) Organisation name:

Full Name and position within the Organisation:

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(b) Address and Post Code

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(c) Daytime Telephone Number:

E-mail address:

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**DETAILS OF PROCESSION**

(a) Name of Organisation

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(b) Date and start time of procession:

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(c) Reason for procession:

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(d) The proposed route:

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(e) Number of people expected to take part:

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(f) Please provide details of the arrangements for controlling the event:

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(g) Number of stewards attending:

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(h) Number of vehicles

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(i) Please provide any extra information about the procession which you think may be relevant:

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(j) Please provide details about the return procession (if this applies):

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**NOTES**

**If the event requires a road closure, the organisers are responsible for getting a Temporary Traffic Regulation Order, contacting Police Scotland regarding the road closure and for the cost of a road closure. You should give at least 6 weeks' notice of this closure to CNES and Police Scotland.**

**You must adhere to the Code of Conduct for Public Processions.**

(I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I have read the Code of Conduct for Public Processions and agree to keep to its standard conditions.)

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