



**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. You should also complete an

If there are going to be road closures as part of your procession you must give at least **6 weeks' notice** of this and request a Temporary Road Closure Order, first by contacting John M MacLeod for advice and assistance on 01851822664 or email [Traffic-Order-Consultations@cne-siar.gov.uk](mailto:Traffic-Order-Consultations@cne-siar.gov.uk)

**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) 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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Signature of Applicant: ..... Date: .....

Print Name: .....