REMINDER

ORGANISERS SHOULD ENSURE THAT ALL 11/1 or 11/3 NOTICES PROVIDE AN ORGANISER NAME AND CONTACT DETAILS IN COMPLIANCE WITH THE PUBLIC PROCESSIONS (NORTHERN IRELAND) ACT 1998.

Organisers should note that no personal details will be published on the Parades Commission website or otherwise disclosed to a third party in compliance with the requirements of the Data Protection Act 1998.

Parade details will be published on the Parades Commission website.

PARADES COMMISSION
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 procession. 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;

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 is held on a date, at a time or along a route which differs from those specified in this notice.

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.

1 This 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

<table>
<thead>
<tr>
<th>Organising body</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person organising parade</td>
<td></td>
</tr>
<tr>
<td>Home address</td>
<td></td>
</tr>
<tr>
<td>Telephone No</td>
<td>Home Work Mobile</td>
</tr>
</tbody>
</table>

### 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)*

<table>
<thead>
<tr>
<th>Outward parade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>Time am/pm Place</td>
</tr>
<tr>
<td>Dispersal</td>
<td>Time am/pm Place</td>
</tr>
</tbody>
</table>

| Purpose |  |

<table>
<thead>
<tr>
<th>Return parade</th>
<th>Assembly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time am/pm Place</td>
<td></td>
</tr>
</tbody>
</table>

| Dispersal | Time am/pm Place |

<table>
<thead>
<tr>
<th>Anticipated number of participants (including band members)</th>
<th>Number of bands</th>
<th>Likely number of supporters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be a street collection in conjunction with the procession?</td>
<td>Yes No</td>
<td></td>
</tr>
</tbody>
</table>

(Note: If ‘Yes’, a separate application to the police is required)

<table>
<thead>
<tr>
<th>Will uniform/regalia be worn?</th>
<th>Yes No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will banners/flags be carried?</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

*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.*

If the purpose of the procession is to attend a religious service/public meeting, please provide the following details:

<table>
<thead>
<tr>
<th>Location of service/meeting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting time</td>
<td>am/pm Finishing time am/pm</td>
</tr>
</tbody>
</table>
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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>7</td>
<td>19</td>
</tr>
<tr>
<td>8</td>
<td>20</td>
</tr>
<tr>
<td>9</td>
<td>21</td>
</tr>
<tr>
<td>10</td>
<td>22</td>
</tr>
<tr>
<td>11</td>
<td>23</td>
</tr>
<tr>
<td>12</td>
<td>24</td>
</tr>
</tbody>
</table>

**Return journey:** starting time ________________ am/pm

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>7</td>
<td>19</td>
</tr>
<tr>
<td>8</td>
<td>20</td>
</tr>
<tr>
<td>9</td>
<td>21</td>
</tr>
<tr>
<td>10</td>
<td>22</td>
</tr>
<tr>
<td>11</td>
<td>23</td>
</tr>
<tr>
<td>12</td>
<td>24</td>
</tr>
</tbody>
</table>

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 organisers 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?

Organisers/marshals and other emergency services?

If ‘Other’ please specify __________________________
Part 3 - Details of accompanying bands

Only bands listed below will be permitted to take part in this procession. (Please include any name by which the band was known in the last 12 months.)

<table>
<thead>
<tr>
<th>Name of band</th>
<th>Town of origin</th>
<th>No. of people in band</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of band</td>
<td>Town of origin</td>
<td>No. of people in band</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 ___________________