

**West Lothian Council**  
**Framework of Conditions for Processions**

1. Where a Safety Advisory Group (SAG) meeting has taken place the organiser of the procession shall ensure that all requirements of the SAG, as recorded in the minutes of the SAG and/ or separately notified by the Chair of the SAG, are complied with at all times.
2. Where a SAG meeting has taken place the organiser of the procession shall ensure that any traffic management plan approved by the SAG and/ or West Lothian Council, is complied with at all times.
3. The organiser of the procession shall ensure that they are available at all times during the procession, or appoint an additional contact, to liaise with an officer of Police Scotland or the council as and when required.
4. The organiser of the procession shall ensure that the procession commences and finishes promptly at the times stated in this order.
5. The organiser of the procession shall ensure that the procession adheres to the route stated in this order unless altered by Police Scotland due to other concerns.
6. The organiser of the procession shall ensure that the number of participants does not substantially exceed the number stated in the notification for the procession given by the organiser to the council.
7. The organiser of the procession shall ensure that the number of stewards at the procession to marshal participants before, during and at the dispersal of the procession is in accordance with the number stated in the notification for the procession given by the organiser to the council. The organiser shall ensure that stewards do not consume alcohol before undertaking their duties for the procession.
8. The organiser of the procession shall ensure that no participants in the procession drink alcohol while participating in the procession.
9. The organiser of the procession shall ensure that no participants in the procession wear clothing, a uniform or article in contravention of the Public Order Act 1936, the Terrorism Act 2000 or equivalent legislation.
10. The organiser of the procession shall ensure that no participants in the procession carry or display any article likely to incite a breach of the peace or in contravention of the Terrorism Act 2000.
11. The organiser of the procession shall ensure that no participant in the procession uses a megaphone or similar instrument. Megaphones or similar instruments can only be used by stewards for the control of participants in the procession.
12. The organiser will ensure that provision is made to allow sufficient and regular pedestrian passage through the parade.
13. The organiser of the procession shall ensure that any instruction which requires to be given by an officer of Police Scotland or the council is complied with immediately by all participants in the procession.

14. The organiser of the procession shall ensure that the procession continues moving at all times and no part stops unless (i) for emergency purposes; (ii) on direction of or with agreement of the Police; or (iii) at the end of the procession route.

15. The organiser of the procession shall ensure that in the event of any emergency vehicle requiring to enter the procession route at any time during the procession, (i) the procession stops; (ii) participants in the procession move to the left side of any road; and (iii) that stewards participate in keeping the right side of any road clear of pedestrians, maintaining a clearway until instructed otherwise by Police Scotland.

16. The organiser of the procession shall ensure that stewards wear high visibility reflective jackets or vests and, if the procession is taking place during hours of darkness, carry functioning battery-powered torches.

17. The organiser of the procession shall ensure that any band or bands taking part in the procession cease playing for a distance of 50 metres before and after passing any place of worship or other location where a recognised religious, cultural or legal ceremony is taking place.

18. The organiser of the procession shall ensure that the names of all the participating bands and the named responsible person for each band together with contact details of that person are to be given to Police Scotland for security checks at least seven days before the event. Only bands which clear the Police Scotland security check can participate in the parade.

19. The organiser of the procession shall ensure that in the main body of the procession the participants march no less than 4 and no more than 6 abreast.

(Police Scotland could recommend that this condition is left out where appropriate e.g. for events involving the Armed Forces)

20. The organiser of the procession shall ensure that sufficient toilet facilities are available for the participants in the procession and that the stewards for the procession direct participants to use these to prevent public nuisance.

(Police Scotland could recommend that this condition is applied where appropriate e.g. for very large processions where public toilets provision is insufficient)

**Approved 2017**