

2004 No. 416

PUBLIC ORDER, NORTHERN IRELAND

**The Public Order (Prescribed Forms) Regulations
(Northern Ireland) 2004**

Made - - - - - 19th February 2004

Laid before Parliament 20th February 2004

Coming into force - - 12th March 2004

The Secretary of State, in exercise of the powers conferred upon him by sections 6(3) and 7(3) of the Public Processions (Northern Ireland) Act 1998(a) hereby makes the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Public Order (Prescribed Forms) Regulations (Northern Ireland) 2004 and shall come into force on 12th March 2004.

Notice of public processions and related protest meetings

2.—(1) The form in Schedule 1 to these Regulations is hereby prescribed for the purposes of section 6(3)(a) of the Public Processions (Northern Ireland) Act 1998 (advance notice of public processions).

(2) The form in Schedule 2 to these Regulations is hereby prescribed for the purposes of section 7(3)(a) of the Public Processions (Northern Ireland) Act 1998 (advance notice of protest meetings related to public processions).

Revocation

3. The Public Order (Prescribed Forms) Regulations (Northern Ireland) 2000(b) are hereby revoked.

Northern Ireland Office
19th February 2004

Jane Kennedy
Minister of State

(a) 1998 c. 2.
(b) S.I. 2000/155.



Notice of Intention to Organise a Public Procession

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

Organising body

Location of parade
(i.e. 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.
- 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.

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

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)

<i>Outward parade</i>	Date:			
	Assembly:	Time	am/pm	Place:
	Dispersal:	Time:	am/pm	Place:
	Purpose:			
<i>Return parade</i>	Assembly:	Time	am/pm	Place:
	Dispersal:	Time:	am/pm	Place:
Anticipated number of participants (including band members)			Number of bands	
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
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:				
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		5		9	
2		6		10	
3		7		11	
4		8		12	

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 procession?

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 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)

Name of band	Town of origin	No. of people in band

Part 3 – Details of accompanying bands (cont.)

Name of band	Town of origin	No. of people in band

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:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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?

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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



Notice of Intention to Organise a Related Protest Meeting

Section 7 of the Public Processions (Northern Ireland) Act 1998

Organising body

Location of protest
(i.e. town)

Date of protest

Notes for organisers

- This notice must be completed by the organiser of a protest against a parade. 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 Police may refuse to accept an incomplete form.

Warning

Any person who organises or takes part in a protest against a parade shall be guilty of an offence if:

- **the requirements as to notice have not been satisfied;**
- **the protest is held on a date, at a time or place which differs from those specified in this notice.**

- You should read the Parades Commission's booklet *A Code of Conduct*, and ensure that marshals are also familiar with it. Copies may be obtained from your local police station or from the Parades Commission (028 9089 5900).
- The protest organiser must ensure that all participants, and in particular the marshals, have been informed before the start of the protest of any conditions imposed.
- 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 location of the protest meeting. It must be submitted **not less than 14 days** before the date of the protest or, if that is not reasonably practicable, as soon as is reasonably practicable to do so.
- If notification is less than the required 14 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.

Part 1 – Organiser's details

Organising body			
Name of person organising protest			
Home address			
Telephone no.	home	work	mobile

Part 2 – Protest details

General information **(If the parade against which you intend to protest has both an outward and a return route, you must specify whether you intend to protest against one or both routes and provide details accordingly)**

<i>Protest against</i>	Date:		
<i>outward parade</i>	Start:	Time: am/pm	Place:
	Finish:	Time: am/pm	Place:
	Purpose:		
<i>Protest against</i>	Start:	Time: am/pm	Place:
<i>return parade</i>	Finish:	Time: am/pm	Place:

Anticipated number of participants

Details of bands (if any)

Organiser's control arrangements

The booklet '*A Code of Conduct*' includes advice for those organising protests. 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	<input type="text"/>	4	<input type="text"/>	7	<input type="text"/>
2	<input type="text"/>	5	<input type="text"/>	8	<input type="text"/>
3	<input type="text"/>	6	<input type="text"/>	9	<input type="text"/>

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 protest?

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.

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 protest organiser. I confirm that the information I have given is correct to the best of my knowledge.

Signed

Date

Part 3 — 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 protest 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; and that persons organising or taking part in a protest 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 protest a copy of the Parades Commission’s statutory documents: *A Code of Conduct*; *Procedural Rules*; and *Guidelines*.

Name

Rank

Number

Station

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe the forms for notice of a public procession or related protest meeting as required by section 6(3) and 7(3) of the Public Processions (Northern Ireland) Act 1998. They replace and revoke the Public Order (Prescribed Forms) Regulations (Northern Ireland) 2000 (S.I. 2000/155).

The principal changes to the form prescribed in Schedule 1 (Notice of intention to organise a public procession) are as follows—

- The “Notes for Organisers” section now makes clear that non-compliance with the Code of Conduct issued by the Parades Commission (“the Code”) will be taken into account by the Commission in consideration of any future notice. The organiser will continue to be offered a copy of the Code and the other statutory documents by the police officer taking receipt of the completed form, as at present;
- The requirement to provide information on certain aspects of parading has been removed (e.g. the names and addresses of persons in charge of bands, and the names of speakers at services or meetings, are no longer required);
- Part 2 of the form “Procession details” has been revised to make clear that where a parade has both an outward and a return route, details of both stages are required;
- In the section of Part 2 dealing with the organiser’s control arrangements, details are now sought on the proposed method of communication between organisers/marshals and the police and other emergency services;
- In future, when signing the form the organiser will be required to state that he has read and understood the Code, rather than merely that he has obtained a copy, as at present; he will also be asked to state that he is aware of his responsibilities as a parade organiser.

The above changes are mirrored, so far as is appropriate, in the form prescribed in Schedule 2 (Advance notice of protest meetings related to public processions).

Copies of the Code may be obtained from the Parades Commission (tel 02890 895900), free of charge, or from police stations in Northern Ireland.

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**The Public Order (Prescribed Forms) Regulations
(Northern Ireland) 2004**

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