

Conwy Harbour Authority
Cyngor Bwrdeistref Sirol Conwy

Harbour Office, The Quay
Conwy County Borough council,
Conwy, LL32 8BB.

Website: www.conwy.gov.uk/harbourandseaboard

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Tel: (01492) 596253 Fax: (01492) 585222



Seaboard Event Permit Application

Date of Application: Day Month Year / / 20		
Name of Applicant:		
Address:	Telephone Numbers:	
Post Code:	Home:	Work:
Email Address:		
Name of Organisation:		
Organisation Address:	Type of Event:	Date of Event:
Post Code:		
Requested Location:		
Full Description of Event: (Please enclose a proposed site plan/diagram)	Event Marshalling / Control Arrangements:	
Registered Charity:	Charity Number:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Does the Event Involve:-	If Yes, Please Specify:	
The Erection of Posts, Rails or Fences: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Selling or Hawking: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Performances: Yes <input type="checkbox"/> No <input type="checkbox"/>		
The use of Machines or Vehicles: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Games, Sports or Pastimes: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Electrical Power Requested: Yes <input type="checkbox"/> No <input type="checkbox"/>	(Available at North Shore Only)	
Additional Comments / Special Requirements:		
Declaration:		
<p>I hereby request permission to stage this event as specified in this application. I agree to conform to both the conditions specified in any permit issued for this event and the requirements of Conwy County Borough Council's Byelaws relating to the area. I confirm that this event is covered by public liability insurance at a minimum level of £5 million.</p> <p>The Council will only use the information gathered on this form for the purpose for which it is provided. We may pass on certain details to other Council Services and other partner agencies as required, however, we will not disclose it to any other third party without your consent, except where required by law.</p> <p>For more information, please visit: http://www.conwy.gov.uk/fairprocessing.</p>		
Name of Applicant (Block Capitals):	Signed:	Date:

Enclosures: (Please tick all that apply). Please note, A *Risk Assessment Form and a *Site Plan / Diagram are mandatory and must accompany this form.

***Risk Assessment Form**

Copy of Temporary Event License

***Site Plan / Diagram**

Copy of Street Collection Permit

Copy of Public Liability Insurance