



**Parking Services**  
Llandudno Town Hall  
Lloyd Street  
Llandudno  
LL30 1NE  
Telephone: 01492 576522  
E Mail: [parking@conwy.gov.uk](mailto:parking@conwy.gov.uk)

## Car Parks Event Application Form

### Details of Organisation / Applicant

1. Applicant Name: -----
2. Applicant Address: -----  
-----  
----- Post Code: -----
3. Telephone Contact Number: -----
4. Email: -----
5. Organisation Name: -----
6. Organisations Address: -----  
-----  
----- Post Code: -----

### Event Details

7. Name of Event: -----
8. Full Description of Event: -----  
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-----  
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*(Continue on a separate sheet if necessary)*

9. Event Date: -----
10. Time of Event: -----
11. Will you need access to area prior to event to set up? Yes No

Time: -----

12. Name / Location of car park: -----

13. If you plan to only use part of the car park where will the event begin and end?

Begin at: ----- End at: -----

14. Event Marshalling/Control Measures: -----

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*(Please note if posts, signs, rails or fences will be used that are likely to cause any damage to the surface of the facility)*

15. Additional Information: -----

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**Declaration:** I hereby request permission to stage this event as specified in this application. I agree to conform with the terms and conditions of the facility, and the requirements of Conwy County Borough Council's Byelaws relating to the area.

Signature: ----- Name (Print): -----

Date: -----

12. Enclosures to be included with application:

- a. Copy of Public Liability Insurance (minimum level of £5 million)
- b. Risk Assessment Documentation
- c. Site Plan/Diagram
- d. Copy of Consultation Letters to Residents/Local Businesses  
*(Applicable to Marine Drive and certain car parks)*

Note: Please ensure all sections are completed.

Streetworks Department are responsible for road closure orders, safety strategies and consultations, email [erf@conwy.gov.uk](mailto:erf@conwy.gov.uk)

The provision of the Streetworks Order will probably include the need for adequate signage.

Open Spaces are responsible for managing the Great Orme Country Park, email [erf@conwy.gov.uk](mailto:erf@conwy.gov.uk)