



Parking Services
Environment, Roads & Facilities
PO Box 1
Conwy
LL30 9GN
Telephone: 01492 576522
E Mail: parking@conwy.gov.uk

Car Parks Event Application Form

Details of Organisation / Applicant

1. Applicant name: -----
2. Applicant address: -----

----- Postcode: -----
3. Telephone contact number: -----
4. Email: -----
5. Organisation name: -----
6. Organisation address: -----

----- Postcode: -----

Event Details

7. Name of event: -----
8. Number of participants: -----
9. Full description of event: -----

(Continue on a separate sheet if necessary)
10. Event date: -----
11. Time of event: -----

12. Will you need access to area prior to event to set up? Yes No

Time: -----

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

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

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

15. Event marshalling/Control measures: -----

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

16. Additional Information: -----

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: -----

Please include with your 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

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