

No.
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## Application for a Parking Dispensation

**Applicant Details**

**Mr/Mrs/Miss/Ms** (please delete as appropriate)

Name: .....

Address: .....

.....

.....

Telephone No: ..... Fax No: ..... Mobile No: .....

Emergency contact telephone number (must be completed): .....

Vehicle Registration Number

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Make: ..... Model: ..... Colour: .....

At (Property number or name & road / street): .....

Town: .....

Between (dd/mm/yy) ..... And (dd/mm/yy) .....

Reason: .....

.....

.....

**The vehicle must be moved on the instruction of a Police Officer or Civil Enforcement Officer if such a course is considered necessary.**

**A CHARGE OF £13.50 PER DAY IS PAYABLE.**

**I am fully conversant with the conditions of this notice as stated above and overleaf.**

Signed: ..... Printed: ..... Date: .....

**OFFICE USE**

**I have inspected the road and in my opinion the vehicle/s are not likely to cause an obstruction.**

No.
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Signed: ..... Printed: ..... Date: .....

**I have rejected this application on the following ground.**

.....

.....

Signed: ..... Printed: ..... Date: .....

**Authorised signature**

Signed: ..... Printed: ..... Date: .....

## **Parking Dispensation Conditions of use**

1. The dispensation must be clearly displayed by attaching it to the inside of the vehicles windscreen in such a manner that all details on the front side can be clearly read by a Parking Attendant or Police Officer.
2. The dispensation can only be used for the stated vehicle in connection with the purpose and at the location and at the location during the periods shown on the front of this form.
3. Unless stated to the contrary on the dispensation, the vehicle must NOT be parked in a disabled person's bay, bays reserved for doctors, bus stops, and motorcycles, on an area subject to a loading ban, on a footway or grass verge, on a school entrance zigzag or on a pedestrian crossing.
4. The vehicle must be parked in such manner that it creates no hazard to pedestrians or other road users, does not obstruct sight lines at junctions, does not obstruct access or cause obstruction to the free flow of traffic.
5. This dispensation does not permit general parking at the location stated. The motorist must move the vehicle elsewhere and within the regulations once the purpose stated has been accomplished.
6. The applicant / driver must provide a telephone number and / or address at which he / she can be contacted immediately which will be entered on to the dispensation.
7. The person responsible for the vehicle must move it if instructed to by a Parking Attendant or Police Officer.
8. Failure to comply with these conditions will lead to the withdrawal of the dispensation. Additionally, a Penalty Charge Notice may be served on the vehicle under the terms of the Road Traffic Act 1991.

### **Notes to applicant**

- i. Dispensations will only be granted in exceptional or pressing circumstances and are not intended to provide "convenience" parking. Parking a van containing small hand tools or materials for the day's work or a vehicle that carries workers to and from a site are considered "convenience parking". The normal regulations for loading / unloading or setting down passengers already cover these eventualities. Generally speaking dispensations are only relevant to cope with major site deliveries and refurbishments, which may take more than 20 minutes to complete.
- ii. Each application must be accompanied by payment. Payment can be made by postal order or cheque made payable to Conwy County Borough Council) and returned with your completed application to:  
  
Parking policy & Services Manager, Parking Services, Conwy County Borough Council,  
PO BOX 146, LLANDUDNO, LL30 9BR
- iii. Payment is for the assessment of the application and does not guarantee the issue of a dispensation or parking space.
- iv. It will normally take at least 48 hours for a parking dispensation application to be processed. Time should be added for delays caused by the post. Genuine emergency situations will not be subject to the 48 hour notice period.

Conwy County Borough 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 as required, however, we will not disclose it to any other third party without your consent, except where required by law.'

Please see [www.conwy.gov.uk/privacynotices](http://www.conwy.gov.uk/privacynotices) for more information