

Planning & Development  
Trafford Town Hall  
Talbot Road  
Stretford, M32 0TH



**TRAFFORD  
COUNCIL**

Office Use Only

App No:.....

Rec Date:.....

0161 912 3149

development.management@trafford.gov.uk

## **PRE-APPLICATION ENQUIRY FORM – BUSINESS/COMMERCIAL**

**Please complete each section below**

**Your contact details:**

<b>Name</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Email</b>	
<b>Telephone</b>		<b>Mobile</b>	

**Address of property or site for pre-application enquiry if different from above:**

<b>Address</b>	
<b>Postcode</b>	

**Development Description: (please provide as much details as possible and continue on a separate sheet if needed)**

**Plans and Documents:**

Please indicate what plans and documents have been included with your application. The fee must be included before your application can be dealt with.

	Tick	Details Submitted
Site location plan at 1:1250 scale with the site clearly outlined in red		
Elevation drawings of the proposed development drawn to scale (1:50 or 1:100)		
Floorplan drawings of the proposed development drawn to scale (1:50 or 1:100)		
Site layout plan/block plan drawn to scale (1:200/1:500)		
Photographs and/or sketch drawings of the site and surroundings		
Written statement setting out current use of the site/building(s) and details of the proposed development		
Fee – <a href="#">click here to see table</a> (cheques payable to Trafford Council)		

**Please send your application form, plans and fee to:**

**Planning and Development  
Trafford Town Hall  
Talbot Road  
Stretford  
Manchester  
M32 0TH**

Application form and plans/documents can be e-mailed to [development.management@trafford.gov.uk](mailto:development.management@trafford.gov.uk) (we must be in receipt of the fee before we can start work on your pre-application enquiry). Cheques payable to Trafford Council. Fees include VAT at current rate (20%).