

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 – HOUSEHOLDER

Please complete each section below

Your contact details:

Name			
Address			
Postcode		Email	
Telephone		Mobile	

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

Address			
Postcode			

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		
Fee – click here to see table (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 (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%).

Notes:

You can check whether your proposal needs planning approval by using our self-assessment forms on the Council Planning website: www.trafford.gov.uk/planning or on the Planning Portal website.

Please read the Council's approved guidelines for house extensions SPD4.

If the pre-application enquiry is for a listed building or an extension or alteration to a disabled persons dwellinghouse there is no charge for this service.