

MediaCityUK Moving Day Checklist (Free PDF)

Print this before moving day in MediaCityUK. It covers the Salford City Council parking rules, the access quirks of the local stock (Recent apartment towers with communal lobbies, plus serviced and short-let stock) and the sign-off steps most people forget.

Four weeks before — book and confirm

- ☐ Confirm the move date and slot for your MediaCityUK address in writing.
- ☐ Book the van size against your property type — Recent apartment towers with communal lobbies, plus serviced and short-let stock.
- ☐ Check whether Salford City Council needs a parking dispensation or suspended bay on your street.
- ☐ Tell your landlord or agent the exact handover date and key-return time.
- ☐ Book any end-of-tenancy or pre-move-in clean for the day either side of the move.
- ☐ Start using up freezer food, cleaning products and anything that cannot travel.

Two weeks before — paperwork and access

- ☐ Apply for the Salford City Council permit or bay suspension (allow 5–10 working days).
- ☐ Book the lift or service entrance if your building near The BBC and ITV studios at MediaCityUK has one.
- ☐ Redirect post and update your address on the M50 electoral roll, bank and insurance.
- ☐ Notify energy, water, broadband and council tax with opening and closing dates.
- ☐ Register with a new GP, dentist and vet if you are leaving the area.
- ☐ Arrange school transfers or nursery notice periods.

One week before — pack room by room

- ☐ Label every box with the destination room, not the room it came from.
- ☐ Pack a 'first night' box: kettle, mugs, chargers, bedding, toilet roll, medication.
- ☐ Photograph the back of the TV and any flat-pack you are dismantling.
- ☐ Drain the washing machine and fit its transit bolts.
- ☐ Dispose of paint, oils and garden waste through the Salford City Council tip — the crew cannot legally load them.
- ☐ Set aside valuables, passports and jewellery to travel with you.

The day before — final prep

- ☐ Charge phones and keep a paper copy of the crew's number and the new address.
- ☐ Defrost the fridge-freezer and towel it dry.
- ☐ Take meter readings at the old property and photograph them.
- ☐ Put cones or bins out to hold the loading space if MediaCityUK parking is tight.
- ☐ Bag bedding and clothes, and strip the beds you are taking.
- ☐ Confirm arrival window with the crew and the key-collection time with the agent.

Moving day — loading

- ☐ Walk the crew through the property and flag fragile and do-not-load items.
- ☐ Protect carpets, stair noses and door frames before the first box moves.
- ☐ Load heavy furniture first, boxes second, soft furnishings last.
- ☐ Keep the first-night box and paperwork with you, not in the van.
- ☐ Check lofts, sheds, the garden and every cupboard before the van leaves.
- ☐ Final meter readings, lock up and hand back keys.

Moving day — unloading and sign-off

- ☐ Direct each box to its labelled room as it comes off the van.
- ☐ Build beds first so the day can end even if boxes are still packed.
- ☐ Test the boiler, hot water, smoke alarms and the consumer unit.
- ☐ Take arrival meter readings and photograph them.
- ☐ Check items against your inventory and report damage before the crew leaves.
- ☐ Break down boxes and book a recycling collection or clearance slot.

MediaCityUK local notes (M50)

- ☐ Housing stock: Recent apartment towers with communal lobbies, plus serviced and short-let stock.
- ☐ Access landmark for the crew: The BBC and ITV studios at MediaCityUK.
- ☐ Council for permits and waste: Salford City Council.
- ☐ Local context: Purpose-built broadcast and digital campus on the Quays, with studios, offices and apartment towers.
- ☐ Busy times to avoid: school runs and events around: Broadcast crews, Salford University's media campus and Piazza events.

Need a crew in MediaCityUK? Get a free fixed quote at helloservices.co.uk/moving-services/greater-manchester/mediacityuk