**Appendix 1 - Inspection Check List - Drive-To, Drive-Thru & Roadside Restaurants**

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| **Drive-To, Drive-Thru and Roadside Restaurants: INSPECTION  CHECKLIST (GIA)**As defined in Valuation Office Agency Code of Measuring Practice. |
| **Occupier/ Name of establishment/ Name of Franchisee.** |   |
| **Address including postcode:** |   |
| **Drive to/ thru type:**  Purpose built or converted e.g.: Public House, Retail Warehouse.  **Planning:** Record Use class on RSA survey. |   |
| **Location:** Main road, Retail Park, Leisure Park etc (Name of Retail Park/Leisure Park) If on retail / leisure park please note position especially in relation to other Drive-to, Drive-thru's.Whether in a residential area and the degree of affluence Nearby amenities and leisure uses, for example cinemas and tourist attractions. Any restrictions on access; Any year round or seasonal trade restrictions If remotely located note whether a 'destination' establishment.  Why do customers visit? Photographs should be taken to show the immediate surroundings.   |    |
| **Car Parking:** as part of [**hereditament**](http://voaintranet.voa.gpn.gov.uk/manuals-and-guides/rating-manual-section-6-valuation-practice/rating-manual_section-6_part-3/sect365/rat_man_s6_part3_365) - Car parking for use of customers, noting number of spaces and location, access and restrictions.  Parking facilities nearby: Car parks and availability of on-street parking. |   |
| **Opening Hours:**  24hr opening?**Tenure:** If rented the amount payable, when effective and basis agreed, [**lease**](http://voaintranet.voa.gpn.gov.uk/manuals-and-guides/rating-manual-section-6-valuation-practice/rating-manual_section-6_part-3/sect365/rat_man_s6_part3_365) term and if any incentives and other factors affecting the rent.    |   |
|  **Areas for private functions:**  separate from the main dining area. Play/Party areas etc.   |   |
| **Building - External** Construction. Approximate age; whether the property is a Listed Building; any particular architectural features. Purpose built; Main structural alterations - for example if converted from previous use.Number of floors; position and prominence of property and any particular aspect.Access and limitations to entrance.  Photographs should be taken of the main elevations of the front and rear of the property |   |
| **Outside:**External ancillary areas such as gardens, terraces and smoking facilities. Outside seating areas - noting amount and whether part of the [**hereditament**](http://voaintranet.voa.gpn.gov.uk/manuals-and-guides/rating-manual-section-6-valuation-practice/rating-manual_section-6_part-3/sect365/rat_man_s6_part3_365) or not. Note the characteristics of the Drive Thru lane(s)  |   |
| **Building - Internal** |   |   |
| **Refurbishment****Date restaurant refurbished** |    |   |
| **Fitting out** Any tenant's improvements and fitting out works.  Whether excluded from the rent paid.  Obtain costs where possible. |   |   |
| **Accommodation**GIA: main space to include the restaurant, food preparation and kitchen areas to include all staff accommodation.Structure and quality of finish Whether the premises are predominately non-ground floor Levels of floors (eg GF; FF) Natural lighting – Good Natural light or lacking Layout of public areas **Chiller / Freezer Pod:** Where freezer and chiller pods are attached to the building these should also be measured to GIA but recorded as an ‘other addition’. These pods are attached to the main building and the cladding often matches the outside decor, however these pods are prefabricated off site and transported to the site and connected to the main building. Outside storage units either purpose built or containers should be measured to GIA and recorded as a separate line entry.  Whether there is any unused/ surplus space Any passenger or food lifts A record of any Wi-Fi and the provider recorded if this can be identified and requires a separate unit of assessment.  Any Disability Discrimination Act adaptations. Photograph examples of the main accommodation uses, including the dining area, kitchen and servery. |        |   |
| Plant and MachineryDetails of any items present should be noted. For rateability and valuation, reference should be made to the VOA Rating Cost Guide.  Rating Manual: Section 6: Part 5 - Plant and Machinery |    |   |
| Fire PrecautionsSprinklersSecurity CCTV |    |   |
| Air Conditioning (age) Cassette or ducted. Extent of area covered. Air-conditioned areas need to be identified separately on the survey.  Record make of system.  Heating.Fuel. System |       |   |
| **General remarks** |    |   |
| **Date of survey** |   | **Survey by:** |   |  |