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| **GARDEN  CENTRE  AND PLANT CENTRE**  **INSPECTION  CHECKLIST**    Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice.  Measure to NIA OVERALL  (Refer to referencing Aid at Appendix 1) | | | | | |
| **Occupier/ Name of establishment** |  | | | | |
| **Address including postcode.** |  | | | | |
| **Retail Class**  Planning Use code  Restrictions. |  | SCAT Code |  | **Valuation Scale:** | |
| **Location** Rural/ Edge of town/ central.  Any restrictions on access;  Any year round or trade restrictions |  | | | | |
| **Site** - size, shape and topography (identify any exempt areas on site plan) |  | | | | |
| **Unit of Assessment** Details of any third party occupiers within the centre - Conservatory display areas, Aquatics, Cafes, Car washes in car parks etc. (Record extent, location within centre; terms) |  | | | | |
| **Transport** – Availability and proximity of public transport |  | | | | |
| **Car Parking**  Provision of car parking for the Garden Centre: Good/ Adequate/ Poor |  | | | | |
| Competition/ comparables |  | | | | |
| **Building Construction**  Walls; Floor; Roof  Include age; use; quality; construction; purpose-built/ conversion; height to eaves; yard surface. |  | | | | Date Built |
| **Plant Display areas** surface type (tarmac/ chippings/ concrete/  Pavers) |  | | | | |
| **Ext. Photographs** Buildings and Plant Display Areas |  | | | | |
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| **Building Internal** | Refurbished: Year |  | | Fit out: Landlord/ Tenant |  |
| **Accommodation**  Finish of walls; floors; ceiling |  | | | | |
| **Customer WCs**  Extent and Quality |  | | | | |
| **Customer restaurant**  Licensed; Number of place settings; outside seating areas. |  | | | | |
| **Services** - heating energy source, fixed irrigation, mains drains, water source  Fire Precautions.  Security CCTV |  | | | | |
| **Air Conditioning** (age) Cassette or ducted. Purpose.  Extent of area covered. Heating. Fuel. System |  | | | | |
| **Plant and Machinery** Details 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](http://voaintranet.voa.gpn.gov.uk/manuals-and-guides/rating-manual-section-6-valuation-practice/rating-manual_section-6_part-3/sect435/~/link.aspx?_id=2650B5A988004855983DE78E43943781&_z=z) |  | | | | |
| **Rental information** **-**  What buildings are included?  Date of commencement of this level of rent. Incentives  Contact details |  | | | | |
| **Internal photographs** |  | | | | |
| **General remarks** |  | | | | |
| **Date of survey** |  | | **Survey by:** |  | |