|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LARGE SHOPS INSPECTION CHECKLIST (GIA)**  Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice. | | | | |
| **Occupier** |  | | | |
| **Address** |  | | | |
| **Retail type** |  | | | |
| **Location** |  | | | |
| **Predominant use:** |  | | | |
| **Size** |  | | **Unit of Assessment.** ATM, Café or other third party occupation | |
| **Transport** |  | | | |
| **Car Parking** Allocated/ communal, open/ covered, number of spaces, staff/ customers, free/ charge made/ refund given |  | | | |
| **Competition/ comparables** |  | | | |
| **Building External** | **Built:** |  | **No. of floors** |  |
| **Construction** |  | | | |
| **Main display** |  | | | |
| **Secondary display** |  | | | |
| **Customer access** |  | | | |
| **Delivery and Loading** |  | | | |
| **Other points** | *continued.../* | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Building Internal** | **Refurbished:** |  | | | **Fit out:** | | |  |
| **Disabilities** |  | | | | | | | |
| **Accommodation** |  | | | | **Access from loading** | | |  |
| **Entrance**  **Standard/ prestige. Front/ side/ rear.** |  | | | **Walls** |  | | | |
| **Floors** |  | | | |
| **Ceilings** |  | | | |
| **Shape** |  | | | |
| **Extraordinary features** |  | | | | | | | |
| **Natural light** |  | | | | | | | |
| **Customer WCs** |  | **Lifts & Escalators** **Lifts:** Type manual/ automatic, goods, passenger, staff/ customers, capacity, floors served. **Escalators:** number, up/down, between which floors, where sited | | | | |  | |
| **Other occupiers in the building** |  | **Shared facilities:** | | | | |  | |
| **Customer restaurant** |  | | | | | | | |
| **Services.**  **Fire Precautions.**  **Security.** |  | | | | | | | |
| **Tenant’s Fitting Out.** For new properties and for refitted properties where the hereditament has been removed from the List during the works (or RV £1 or £0) Obtain a breakdown of the rateable fitting out costs.  **Air Conditioning** (age) Cassette or ducted. Purpose.  Extent of area covered. Heating. Fuel. System |  | | | | | | | |
| **Surplus Accom.** |  | | | | | | | |
| **General remarks** |  | | | | | | | |
| **Date of survey** |  | | **Survey by:** | | |  | | |
| **NB. The large Shop database must be updated as part of the QA procedure** | | | | | | | | |