The Valuation Office Code of Measuring Practice for Rating Purposes in England & Wales

INDEX

			PAGE NUMBER		
1.	INTRODUCTION		1		
2.	DEFINITIONS				
	BASIS OF MEASUREMENT	GROSS EXTERNAL AREA GROSS INTERNAL AREA NET INTERNAL AREA	2 3 4		
	HEIGHTS AND SITE AREA		5		
3.	APPLICATION	SHOPS OFFICES INDUSTRIAL/STORAGE/ DISTRIBUTION DEPOTS ETC. MISCELLANEOUS PROPERTIES A-Z	6 - 7 8 9 - 10 11 - 16		
4.	APPENDICES				
	APPENDIX 1 APPENDIX 2 APPENDIX 3 APPENDIX 4 APPENDIX 5 APPENDIX 6	EXAMPLE 1 SHOPS EXAMPLE 2 SHOPS EXAMPLE 3 SHOPS EXAMPLE 4 OFFICE (OPEN PLAN) SINGLE OCCUPATION EXAMPLE 5 OFFICES (OPEN PLAN) MULTIPLE OCCUPATION EXAMPLE 6 OFFICES CONVERTED FROM DWELLING HOUSE			
	APPENDIX 7	POINTS OF MEASUREMENT WITH DIFFERENT HEATING INSTALLATIONS			
	APPENDIX 8 APPENDIX 9 APPENDIX 10	EXAMPLE 7 TRADITIONAL 1900's WOR' EXAMPLE 8 MODERN PORTAL FRAME EXAMPLE 9 CELLULAR TYPE INDUSTR MULTIPLE OCCUPATION ADVERTISING STATIONS	WORKSHOP		

INTRODUCTION

The following guide to the measurement of non-domestic property for rating purposes has been prepared to ensure consistency of measurement throughout the Valuation Office in England and Wales.

The guide is based on the RICS/ISVA Code of Measuring Practice with their permission, and should be regarded as an explanation of the application of that code in so far as it relates to measurement for rating purposes within the Valuation Office.

The guide deals solely with the basis of measurement and is not designed to cover other referencing requirements such as information on physical characteristics which are dealt with in detail elsewhere.

The aim of the code is to standardise measuring practice and as such is not intended to prejudge valuation issues. Rating valuation practice remains to be dealt with having regard to the relevant legislation and on the usual basis of comparing like with like in the analysis and application of valuation data.

To achieve its primary purpose, the code will be mandatory, but may be introduced on an incremental basis to meet operational requirements. Details of the approach to be adopted will be issued in due course. Pending future revaluations, existing measuring practice will prevail and referencers will have to measure in accordance with current practice **as well as** in accordance with the code.

No guide can achieve completely comprehensive coverage, and in many instances measurement on a different basis may be requested by Valuers, in order to enable comparison to be made with other assessments. The response to such a request should be to provide the prescribed measurements and area(s) **in addition** to complying with the Valuer's request.

Where a hereditament comprises more than one building each building should normally be measured separately on the appropriate basis of measurement for the hereditament as a whole. It is not generally expected that a different basis of measurement will be applied to part of a hereditament.

If the hereditament comprises areas of different quality (either in terms of construction or in fitness for the use to which it is to be put) each part should be measured separately.

Where alternative bases of measurement are used the survey must clearly differentiate them and the terms "NIA" or "GIA" must be placed at the head of the survey.

DEFINITIONS

Basis of Measurement

Gross External Area (GEA): (previously known as reduced covered area - RCA)		The whole area of a building taking each floor into account.
GEA will include	1)	perimeter wall thicknesses and external projections
	2)	areas occupied by internal walls (whether structural or not) and partitions
	3)	columns, piers, chimney breasts, stairwells, lift-wells etc
	4)	lift rooms, plant rooms, tank rooms, fuel stores, whether or not above roof level
	5)	open-sided covered areas (should be stated separately)
will exclude	6)	open balconies
	7)	open fire escapes
	8)	open sided covered ways
	9)	open vehicle parking areas, terraces and the like
	10)	minor canopies
	11)	any area with a headroom of less than 1.5m (except under stairways)
	12)	any area under the control of service or other external authorities

NOTE

- a) Party walls are to be measured to their centre lines.
- b) The areas of items 6 to 11, although excluded from GEA should be calculated and shown separately.

GROSS INTERNAL AREA (GIA):

The whole enclosed area of a building within the external walls taking each floor into account and **excluding** the thickness of the external walls.

GIA will include

- areas occupied by internal walls (whether structural or not) and partitions
- service accommodation such as WCs, showers, changing rooms and the like
- columns, piers, whether free standing or projecting inwards from an external wall, chimney breasts, liftwells, stairwells, etc
- 4) lift rooms, plant rooms, tank rooms, fuel stores, whether or not above roof level
- 5) open sided covered areas (should be stated separately)

will exclude

- 6) open balconies
- 7) open fire escapes
- 8) open sided covered ways
- 9) open vehicle parking areas, terraces and the like
- 10) minor canopies
- any area with ceiling height of less than 1.5m (except under stairways)
- 12) any area under the control of service or other external authorities

NOTE

The area of items 6-11 although excluded from GIA should be calculated and shown separately.

Identification of separate buildings

Because GIA excludes the thicknesses of external walls, but includes the thicknesses of all internal walls it is important to identify what consitutes a separate building.

The general rule to be adopted is that elements which are not united in a common form of construction should be regarded as separate buildings. But where contiguous elements are of a similar construction they should be treated as a single building providing that more than 50% of the party wall has been removed.

NET INTERNAL AREA (NIA):

The **usable area** within a building measured to the face of the **internal finish**¹ of perimeter or party walls ignoring skirting boards and taking each floor into account.

For the purposes of determining the "usable area" within the property the following should be excluded

- 1) all toilets and associated lobbies (but extra measurements may be required for shops or offices see pages 6-8)
- 2) cleaners cupboards
- 3) lift rooms, boiler rooms, tank rooms, fuel stores and plant rooms other than those of a trade process nature
- 4) stairwells, liftwells, those parts of entrance halls, atria, landings and balconies used in common or for the purpose of **essential access**²
- 5) corridors and other circulation areas where used in common with other occupiers or of a **permanent** essential nature³
- 6) areas under the control of service or other external authorities
- 7) internal structural walls, walls (whether structural or not) enclosing excluded areas, columns, piers, chimney breasts, other projections, vertical ducts etc
- 8) the space occupied by permanent air conditioning, heating or cooling apparatus and ducting which renders the space substantially unusable having regard to the purpose for which it is intended. (See Appendix 7)
- 9) areas with headroom of less than 1.5m (this area should be shown separately)
- 10) car parking areas (this area should be shown separately and the number of spaces noted).

FOOTNOTES

1 INTERNAL FINISH

This should be either the brick/blockwork or plaster coat applied to the brick/blockwork not the surface of internal linings installed by the occupier (generally timber stud frame with a plasterboard or factory made lining).

2 ESSENTIAL ACCESS

This will not include reception areas or areas capable of use and situated within entrance halls, atria and landings etc. (If in doubt consult Valuer).

3 PERMANENT ESSENTIAL NATURE

Apart from areas used in common with other occupiers, corridors excluded from NIA are those of a permanent essential nature ie. either:-

- internal corridors between structural walls (usually found in older buildings)
- b) fire corridors if a fire corridor is claimed to exist which is defined by non structural walls, try to establish whether it would be required by any hypothetical user of the hereditament; if so it should be regarded as of a permanent essential nature, but otherwise it will merely serve the needs of the actual occupier and, not being permanent or essential to the hereditament, must be included in the NIA.

Heights and Site Area

Clear Height

The height between the floor surface and the lowest part of the roof trusses, ceiling beams, roof beams, or haunches at the eaves.

Eaves Height (internal)

The height between the floor surface and the underside of the roof covering, supporting purlins or underlining (whichever is the lower) at the eaves on the internal wall face.

Eaves Height (external)

The height between the ground surface and the exterior of the roof covering at the eaves on external wall face, ignoring any parapet.

Ceiling Height

The height between the floor surface and the underside of the ceiling. If a false ceiling is installed the ceiling height to the underside of the structural ceiling should also be quoted (where possible).

Raised Floor Height

The clear height between the structural floor surface and the underside of the floor surface or the supporting structure whichever is the lower.

Site Area

The total area of the site within the hereditaments boundaries, measured in a horizontal plane.

APPLICATION

SHOPS The following basis of measurement will apply in respect of all shops (including Hypermarkets, Superstores and Retail Warehouses - see remarks (7) below)

BASIS OF MEASUREMENT - NET INTERNAL AREA (see Appendices 1 - 3 for examples)

REMARKS

- (1) Internal width should be taken from the block/brickwork or plaster coat applied directly onto the block/brick. Internal linings such as stud frames should be ignored. Irregularities in the perimeter and party walls should be noted.
- (2) Where a shop has a non structural front, depth should be measured from the back of the pavement or forecourt (normally the building line). Bay windows in the frontage should be measured separately.
- (3) Permanent features such as staircases, columns, piers, structural walls, escalators, lifts, etc should be accurately plotted on plans to allow alternative zoning patterns to be adopted without the need to reinspect.
- (4) The precise position, construction, length and thickness of all non structural walls in front of the first structural wall should be recorded and shown on plan.
- (5) All toilets should be measured and shown accurately on plan where the provision is in excess of normal staff requirements (having regard to the type and size of hereditament).
- (6) Ancillary items such as

 (i) forecourts

 (ii) rear yards

 (iii) outbuildings

 (iv) car parking (including No. of spaces) etc.

should be measured and noted on plans.

(7) In hypermarkets, superstores, large food stores and retail warehouses, zoning will not normally be applied. The area required is the aggregate of the NIAs of the various use elements within the store eg. sales, special sales (bread, fish, meat, delicatessen - if of different quality and finish from general sales area), foyers, preparation areas, customer toilets, offices, stores, kitchens, staff rooms, mezzanines, loading, indoor garden centres. Each of these component areas should be measured to the face of the internal finish of perimeter, party or partition walls (whether or not structural), but any corridor space within each element should be included in the NIA.

Where the existence of a mezzanine reduces the headroom below the area affected should be measured and recorded and the height noted.

Canopies, although strictly excluded from NIA, should be measured and recorded separately.

The site area of outdoor retail areas should be measured and stated separately; as should the site area of car park and the number of spaces within the hereditament.

OFFICES The following basis of measurement will apply to all offices irrespective of age (but see Remarks for older style offices).

BASIS OF MEASUREMENT - NET INTERNAL AREA. (See Appendices 4-7 for examples).

REMARKS

- (1) The original brick/block walls which divide up older cellular office buildings should be considered structural (unless there is clear indication otherwise) and the corridors providing access to the individual rooms should be considered to be of "an essential permanent nature".
- (2) Where an open plan office has been extensively partitioned out with brick/blockwalls, measurements should be taken to enable a valuation to be carried out either on a basis comparable to the older style cellular, or the "open plan" office.
- (3) Non structural walls/partitions which do not define areas of different quality should be shown on plan in approximate positions. Measurements are not required.
- (4) Areas of different quality such as computer rooms should be measured and shown separately. If the perimeter walls of such areas are of a non structural nature, measurements should be taken to the face of the wall.
- (5) In entrance halls/atria, areas which are usable and whose use would not impede essential access should be included in NIA. If in doubt, the whole hall/atria should be measured, and Valuer's advice sought.
- (6) Where the hereditament contains an air-conditioned computer room, the room housing air-conditioning plant which serves it should be identified and measured, but Valuer's advice should be sought as to whether it should be included in NIA.
- (7) B1(b) High Tech/R + D hereditaments likely to be compared with industrial/warehouse hereditaments should be measured to GIA in addition to NIA consult Valuer if in doubt.
- (8) In all cases ceiling heights should be taken. If ceiling heights vary separate floor areas should be noted.
- (9) The presence of raised floors, the heights and areas covered should be noted.
- (10) Where it is apparent that additional toilets have been installed these should be measured and shown accurately on the plan.

INDUSTRIAL/STORAGE/DISTRIBUTION DEPOTS ETC The following basis of measurement will apply to all Industrial/Storage/Distribution accommodation. However, additional measurements may be required for certain specialised properties valued on the Contractors Basis (see page 11).

BASIS OF MEASUREMENT - GROSS INTERNAL AREA. (But see remarks (7) Re: Buildings in Multiple Occupation) - see also appendices 8-10 for examples.

REMARKS

- (1) Where **ancillary accommodation** within a building such as offices/plant-rooms/stores, trade counters etc are of differing quality than the rest of the building, then these areas should be measured GIA, deducted from the GIA of the whole and shown as separate items, (this will ensure that the aggregated GIAs of all items, equals the GIA of the whole).
- (2) **Ancillary offices** within the hereditament, whether or not separate buildings, should normally be measured GIA.
- (3) **Mezzanine storage platforms** etc should be measured GIA and shown as a separate item. The identical area below should also be shown as a separate item (deducted from overall GIA of the ground floor) if reduced headroom (the height of which should be noted) results in this area being of different quality.
- (4) Rateable Racking should be measured and recorded in terms of cubic volume and pallet spaces.
- (5) **Columns Piers Pillars etc** will be included within GIA and there is no need to take individual measurements of these features. However the number of them, and their approximate positions and sizes should be recorded and shown on the plan.
- (6) Ancillary Storage Land the area to be referenced is:-
 - that actually used for storage purposes excluding any separately identifiable area set aside for vehicular parking, which should always be separately measured, and the number of spaces noted
 - II. any land suitable for storage/parking which is unused should also be measured and noted.

If the quality of surface/drainage/lighting/security varies on the site, the respective areas should be measured and shown separately.

(7) **Buildings in Multiple Occupation** - should be measured NIA. As with offices, internal walls of brickwork or blockwork which divide up older cellular buildings should be treated as structural unless there is clear indication otherwise. But where within a multi occupied building there is a substantial area in single occupation which is comparable with other hereditaments measured to GIA, subject to Valuer's advice, both bases of measurement should be adopted and the total areas shown separately. (See appendix 10).

- (8) **B1(b) High Tech/R + D Hereditaments** likely to be compared with offices; should be measured to NIA in addition to GIA if in doubt consult Valuer.
- (9) **Adjoining Buildings** treatment as a single building or as several may affect GIA see page 3 for guidance.
- (10) **Measure internal eaves height** for all buildings, and **clear height** for all parts within building. Were there are significant variations of clear height, the GIA should be apportioned between the parts having differing clear heights. For definitions of clear height and eaves height, see page 5.

MISCELLANEOUS PROPERTIES A-Z

INTRODUCTION

The following basis of measurement in respect of non bulk class properties sets out the approach to measurement to be followed in each case. Where varying heights or qualities within a hereditament in terms of construction or of fitness for the use to which it is to be put are found, sufficient measurements should be taken to enable these to be valued at different levels if required. It is stressed that much additional information not directly related to measurement will be required. It is recognised that local characteristics may require comparison between certain miscellaneous categories and others which are measured on a different basis. To allow for this, Valuers may request a basis of measurement differing from that prescribed below. In complying with such a request, referencers must in addition take sufficient measurements to arrive at total area(s) on the prescribed basis, and record such totals separately in their survey.

SPECIALISED PROPERTIES

For certain of the more specialised categories extra measurements beyond those needed for GIA may be required in order to cost internal features which do not normally affect GIA. The extra measurements needed are:

- i. the length of all internal walls/partitions
- ii. the height of all internal walls/partitions
- iii. the thickness of all internal walls/partitions.

This information should be recorded as a supplement to the survey, and a brief note of the construction of these features should be included. **No adjustment should be made to GIA.** The types of hereditament for which this information is required are indicated below.

Site Area

Generally where GIA is prescribed the site area should also be noted.

Composites

In those composites measured to GIA the NIA and room sizes should also be noted for any floor containing domestic and non domestic property.

CLASS	BASIS OF MEASUREMENT	ADDITIONAL MEASUREMENTS
Advertising Stations	per sheet/Poster Panel	see appendix 11
Aircraft Works and Airfields	GIA	
Airports	GIA	
Aluminium Smelting Works	GIA	(Specialised - see above)
Amusement Park	GIA	
Artificial Fibre Works	GIA	
Automatic Machines	Site area	

CLASS	BASIS OF MEASUREMENT	ADDITIONAL MEASUREMENTS	
Banks, Insurance and Building Society offices	NIA		
Baths Swimming	GIA	Dimensions and depth(s) of pool	
Beet Sugar Factories	GIA	(Specialised - see above)	
Betting Offices	NIA		
Bingo Halls	GIA		
Boarding Houses	NIA		
Bowling Alleys	GIA		
Breweries	GIA	(Specialised - see above)	
Brickworks	GIA	(Specialised - see above)	
Bullion Stores	GIA	(Specialised - see above)	
Bulk Cement Storage Depots	GIA	(Specialised - see above)	
Bus Stations	GIA		
Car Parks	GIA/Site Area	No of spaces	
Caravans, Caravan Sites & Pitches	GIA of buildings	Site area, area and number of pitches	
Casinos & Gaming Clubs	NIA		
Cement Works Depots	GIA	(Specialised - see above)	
Chemical Works Depots	GIA	(Specialised - see above)	
Cinemas	GIA		
Claytile works	GIA		
Clinic	See Hospitals or Surgeries		
Clubs & Institutes	NIA		
Coal Depots Mechanised	GIA	(Specialised - see above)	
Coking and Carbonisation works	GIA	(Specialised - see above)	

CLASS	BASIS OF MEASUREMENT	ADDITIONAL MEASUREMENTS
Cold Stores	GIA	Chilled volume (Specialised - see above)
Colleges of Further & Higher Education	GIA	
Colleges University	GIA	
Community Centres	GIA	
Concert Halls	GIA	
Concrete Batching Plants	GIA	(Specialised - see above)
Contractors Huts	GIA	
County Cricket	GIA	
Crematoria with and without cemetries	GIA	areas of spent and usable land to be stated
District Heating Undertakings	GIA	
Exhibition Halls	GIA	
Ferry terminals	GIA	
Flour and Provender Mills	GIA	(Specialised - see above)
Football League Grounds	GIA	
Foundries	GIA	
Garages (Transport & Commercial)	GIA	
Golf Course	GIA	
Grain Stores	GIA	(Specialised - see above)
Greyhound Race Tracks	GIA	
Health Centres	NIA	
Holiday Camps/Centres	GIA	
Horse Racecourses	GIA	

CLASS BASIS OF MEASUREMENT ADDITIONAL MEASUREMENTS

Hostels NIA

Hotels/Motels NIA If bedrooms are not of similar sizes,

(Including bedrooms) no measurement of individual

bedrooms need be made. Ancillary features (eg. squash courts, swimming pools) should be measured separately

Hospitals (all) GIA

Ice & Roller Skating Rinks GIA actual rink area to be shown

separately

Iron & Steel Works GIA (specialised - see above)

Laboratory GIA But also NIA if BI(b) Hi Tech/R&D

or similar buildings

Leisure Centres (multisports) GIA

Library GIA

Licensed Premises NIA

Livestock Markets GIA

Maltings GIA (specialised - see above)

Marinas GIA of buildings & area of site (linear metre of each berth)

Markets (outdoor) area of site number and length of pitches to be

stated

(indoor) NIA number and length of pitches to be

stated

Masts GIA height of mast to be stated

Mechanised Coal Depot GIA (specialised - see above)

Moorings lin metre and draught of each berth

Motor Racetracks GIA Width and length of track to be stated

CLASS	BASIS OF MEASUREMENT	ADDITIONAL MEASUREMENTS
Motor Vehicle Works	GIA	(Specialised - see above)
Motorway Service Areas/Major Road Service Areas	NIA	Area of site and number of spaces
Museum	GIA	
Nursing Homes etc	GIA	Individual room sizes to be stated
Oil Refineries	GIA	(Specialised - see above)
Paper Mills	GIA	
Petrol Filling Stations	GIA	NIA of shops to be calculated separately
Petrol and Oil Storage Depots	GIA	(Specialised - see above)
Pipe Works	GIA	(Specialised - see above)
Pleasure Piers	GIA	Area of Pier
Police Station	GIA	
Polytechnic	GIA	
Potteries	GIA	
Private Railways	GIA	Linear metre and gauge of track
Public & other Independent Schools	GIA	
Public Halls	GIA	
Radio Relay Undertakings	GIA	Height of mast to be stated
Receiving Stations	GIA	Height of mast to be stated
Relay Stations	GIA	Height of mast to be stated
Roadside Restaurants	NIA	

CLASS BASIS OF MEASUREMENT ADDITIONAL MEASUREMENTS

Schools -

Local authority GIA Public GIA

Sewage Disposal Works GIA

Shipbuilding & Repairing Yards GIA (Specialised - see above)

Snooker Halls GIA

Sporting Rights Area of land & enclosed water

metre run of bank

Sports Grounds GIA

Squash Courts GIA

Surgeries NIA

Tanneries GIA

Telephone Exchanges GIA and NIA

Theatres GIA

Theme Parks GIA

Transmitting Stations GIA Height of mast

TV Relay Undertakings GIA

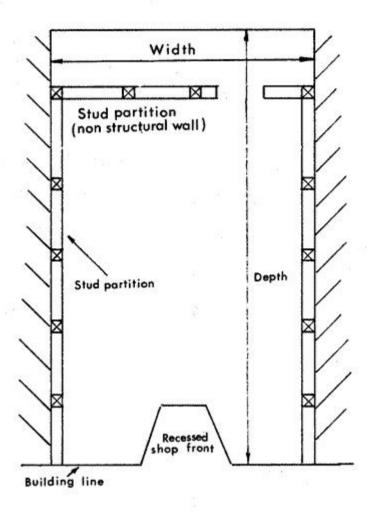
Universities GIA

Vending Machines area of site

Zoos GIA

Example 1 Shops Appendix 1

Basis NIA

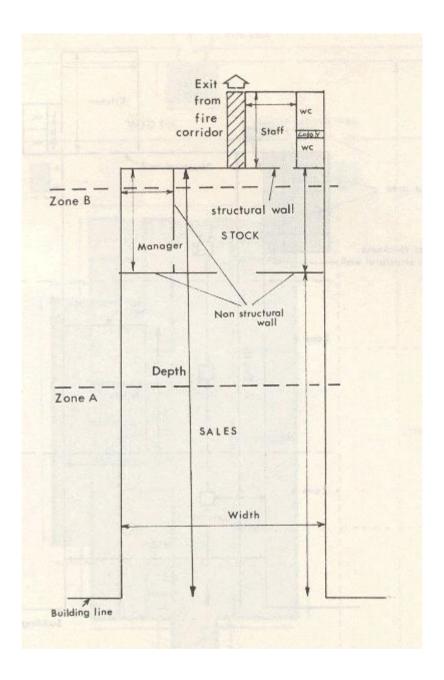


Notes

- 1. Shop depth taken to structural wall. If shop has a non structural front, depth should be measured from the back of the pavement or forecourt (normally the building line).
- 2. Shop width should be taken from the block/brickwork or plaster coat applied directly onto the block/brickwork. For practical purposes in this example the measurement is taken at the rear of the shop.

Example 2 Shops Appendix 2

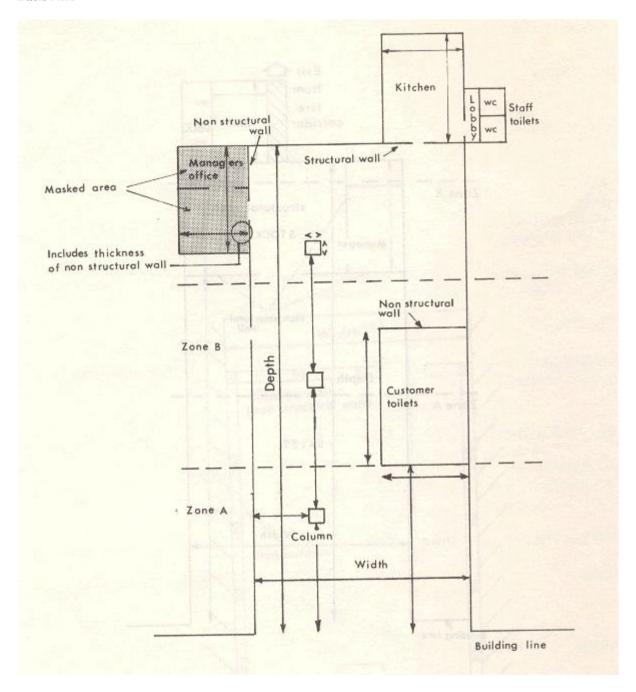
Basis NIA



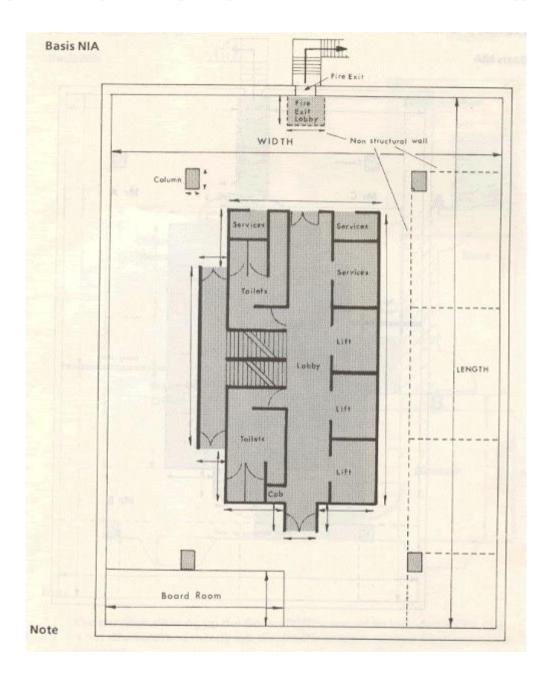
- 1. Depth taken to structural wall.
- 2. In certain circumstances Zoning may extend to first Structural wall.
- 3. Measurements to be taken of precise position, length, thickness and construction of all non structural walls at rear of sales area.
- 4. Separate measurement of managers office, if of different quality from stock and sales areas.
- 5. Area of fire corridor excluded as an essential fire corridor.
- 6. Staff room measured and shown separately.
- 7. Staff toilets excluded from NIA and not measured in this instance as not in excess of normal staff requirements.

Example 3 Shops Appendix 3

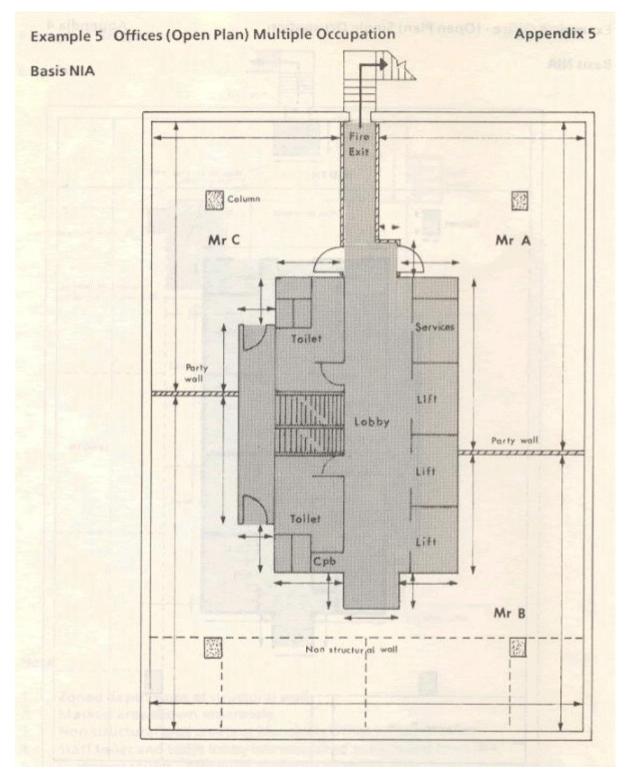
Basis NIA



- 1. Zoned depth stops at structural wall.
- 2. Masked area shown separately.
- 3. Non structural wall creating Managers Office included in NIA.
- 4. Staff toilet and toilet lobby not measured as excluded from NIA.
- 5. Customer toilets although excluded from NIA they should, however, be precisely located, measured externally and shown as a separate item (apportioned if falling in more than one zone).
- 6. Area of columns excluded **and** position of columns accurately identified to allow re-zoning.

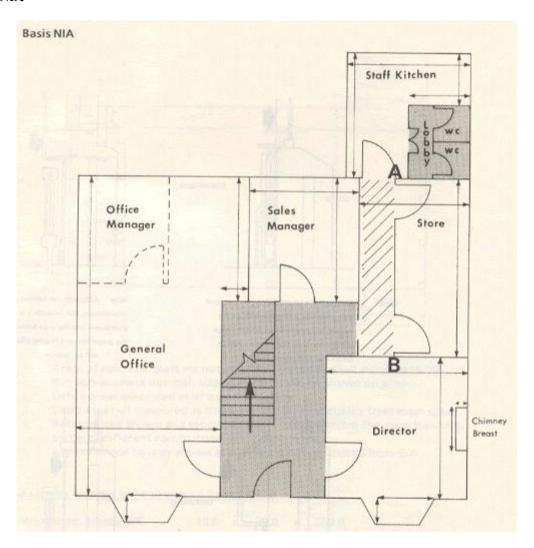


- 1. Shaded areas excluded (a) columns
 - (b) stairwell, lifts, toilets, essential access etc
 - (c) essential fire lobby
 - (d) cleaners cupboard
- 2. Non structural walls erected to sub-divide accommodation are included in NIA.
- 3. Walls of essential fire lobby excluded from NIA although non structural, they define an excluded area.
- 4. NIA width and depth taken from internal face of walls ignoring skirtings (but see appendix 7).
- 5. Boardroom of superior quality. Separate measurements taken to internal face.

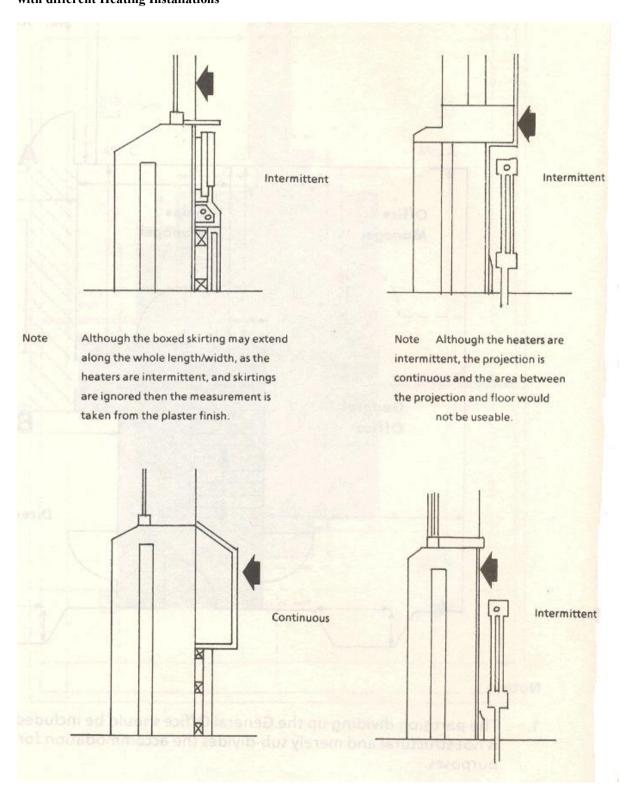


- 1. All shaded areas excluded (a) columns
 - (b) stairwell, lifts, toilets, essential access etc
 - (c) essential fire corridor
 - (d) cleaners cupboard
- 2. Partition walls in Mr B included in NIA as these are not structural and only sub-divide the accommodation for convenience purposes.
- 3. Although walls between Mr A, Mr B and Mr C are non structural they are excluded from the area because they define the extent of each occupation.
- 4. Partitioned out access from central core to Mr A's excluded from the area as it is shared with Mr C and is also part of essential fire corridor.

Basis NIA

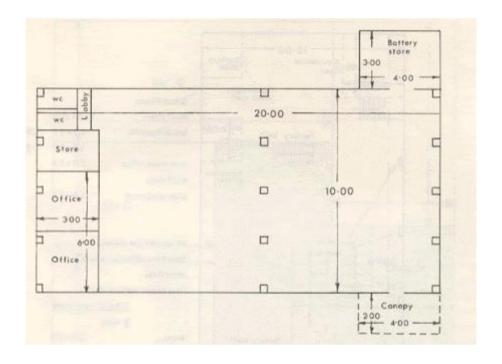


- 1. The partition dividing up the General Office should be included in NIA as it is not structural and merely sub-divides the accommodation for convenience purposes.
- 2. The stippled areas will be excluded from NIA as these areas are of a permanent essential nature being defined by original walls assumed to be structural.
- 3. The wall thickness between rooms is excluded, where walls are original.
- 4. Wall A-B is non structural, having been added to create separate access to the staff kitchen. The hatched area should therefore be included in NIA.
- 5. Area of chimney breast in Directors Office excluded from NIA.



Example 7 Traditional 1900's 9" Brick Workshop with Lattice Trussed Roof

Basis GIA



Note

Canopy

- 1. Areas of columns, piers etc not separately measured (all included in GIA). But approximate number, size and position to be shown on plan.
- 2. Office areas measured as of superior quality.
- 3. Store area not measured as this is not of different quality from main space.
- 4. Battery store shown as a separate item as it is not within the main building, being of different construction.
- 5. Area of minor canopy shown as a separate item excluded from GIA.

2.0

Example of areas to be shown on survey sheet

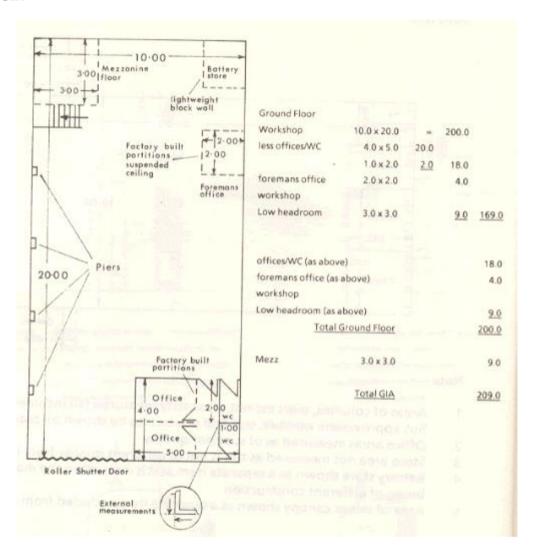
Workshop, Stores, WC Less offices Offices Battery Store	10.0 3.0 3.0 3.0	x x x x	20.0 6.0 6.0 4.0	=	200.0 18 Total GIA	182.0 18.0 12.0 212.0
Area excluded from GIA						

X

4.0

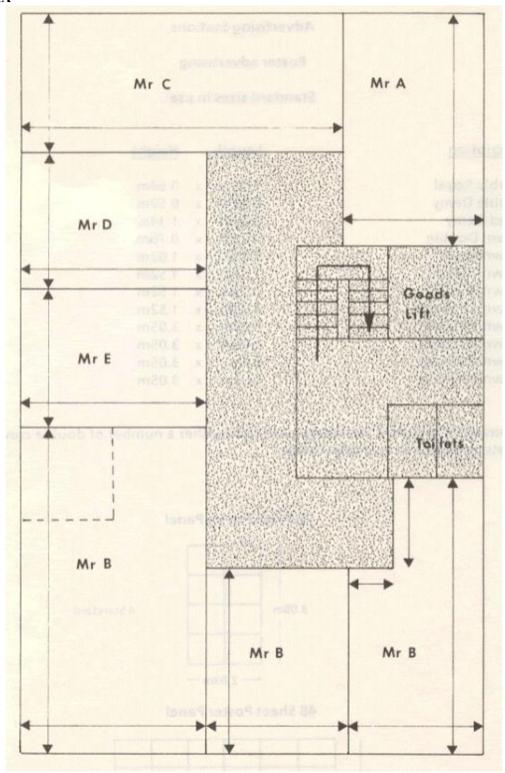
8.0

Basis GIA



- 1. Walls of battery store ignored as this area is not of different quality.
- 2. Area of foremans office to be measured as of different quality.
- 3. The total storage area of the mezzanine, measuring from the edge of the floor is taken and shown separately.
- 4. The area below the mezzanine storage platform will be deducted from the area of the workshop, and should be shown separately as this area now has a restricted ceiling height which should be measured.
- 5. The partitions in the main office are ignored as they do not define areas of superior quality but merely sub divide the office for the occupiers convenience.
- 6. The WCs are included in the GIA of the offices or workshop they serve as they are of different quality consistent with those uses.
- 7. Areas of piers, columns etc included in GIA (but approximate position to be shown on plan).
- NB If 1st floor offices exist these also would be measured GIA.

Basis NIA



- 1. NIA basis adopted because building is in multiple occupation.
- 2. Shaded area excluded as this is shared with others.
- 3. Mr B's occupation will comprise the sum of the areas of each room. The intervening walls are original and structural.
- 4. The partition in Mr B's large room should be included in NIA as it is non structural and merely sub divides the accommodation for convenience purposes.

Advertising Stations

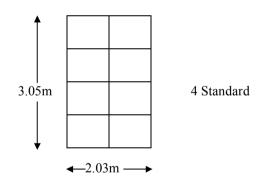
Poster advertising

Standard sizes in use

Description	Length		Height
Double Royal	1.02 m	X	0.64 m
Double Demy	0.89 m	X	0.57 m
Quad Demy	0.89 m	X	1.14 m
Crown Double	0.51 m	X	0.76 m
Crown Quad	0.76 m	X	1.02 m
Crown 4 Sheet	1.02 m	X	1.52 m
Crown 8 Sheet	2.03 m	X	1.52 m
Crown 12 Sheet	3.05 m	X	1.52 m
Crown 16 Sheet	2.03 m	X	3.05 m
Crown 32 Sheet	4.06 m	X	3.05 m
Crown 48 Sheet	6.1 m	X	3.05 m
Crown 96 Sheet	12.2 m	X	3.05 m

A composite picture is formed by pasting together a number of double crown sheets, as shown in examples below.

16 Sheet Poster Panel



48 Sheet Poster Panel

