**APPENDIX 1 PRACTICE NOTE 2023 Superstores (RM Section 6 Part 3 Section 520A)**

**SUPERSTORES VALUATION AND REFERENCING GUIDE**

**This is designed to follow a walk through the superstore starting with entrance and ending in store external areas. There are separate sections at the end covering STILTED STORES and SOLAR PANELS. Any significant departures from the advice in this guide should be approved by NVU/CCT.**

**Below details the approach to be adopted for stores with a Total Floor Area (TFA) of either less than (<) or greater than (>) 5500m². The approach adopted for stores < 5500m² replicates the approach adopted for all superstores in the 2017 Rating List.**

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| **Ref No.** | **Building features commonly found in Superstores** | **Remarks** | **AUC Store Area < 5500m²** | **Line Entry % or OA value store area < 5500m²** | **AUC Store Area > 5500m²** | **Line Entry % or OA value store area > 5500m²** |
| 1 | **WIND LOBBIES** |  |  |  |  |  |
| 1.1 | **Wind Lobbies / Entrance Enclosures.**  These are structures outside of but attached to main building envelope |  |  |  |  |  |
| 1.2 | Without Doors | Record on survey sheet | No entry |  | No entry |  |
| 1.3 | With doors **less than 100m²** **external floor finish** eg tarmac brick paving | Where store area <5500m² Overwrite description Wind Lobby apply line adjustment QAL 25% | REC | 25% | No separate entry | Included in 10.1 |
| 1.4 | With doors **less than 100m² internal floor finish** | Where store area <5500m² Overwrite Description Wind Lobby | REC | 100% | No separate entry | Included in 10.1 |
| 1.5 | With doors **in excess of 100m² floor finish does not affect value** | Where store area <5500m² Overwrite Wind Lobby | REC | 100% | No separate entry | Included in 10.1 |

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| 2 | **AREA OF STORE < 5500m² GROUND FLOOR MAIN BUILDING ENVELOPE** |  |  |  |  |  |
| 2.1 | **Main Building Envelope - Ground Floor**  Includes retail area, café, storage, offices, staff facilities, plant rooms, regardless of whether access internal or external, cage marshalling where contained within main building envelope, service yards where fully enclosed within main building envelope | Each floor has separate line entry | TFA | 100% | N/A - see 10.1 | N/A - see 10.1 |
| 3 | **AREA OF STORE < 5500m² EXTERNALLY ACCESSED AREA WITHIN MAIN BUILDING ENVELOPE** |  |  |  |  |  |
| 3.1 | This does Not include Roof Plant see ref no 8 | Separate Line entry | TFA | 100% | N/A - see 10.1 | N/A - see 10.1 |
| 4 | **AREA OF STORE < 5500m² UPPER FLOORS NON RETAIL MAIN BUILDING ENVELOPE** |  |  |  |  |  |
| 4.1 | **Upper Non Retail Area**  Will include Offices and staff facilities  Plant rooms which have internal staircase access | Each floor has separate line entry  Plant Rooms should have separate line entry AUC TFA | TFA | 100% | N/A - see 10.1 | N/A - see 10.1 |
| 5 | **AREA OF STORE < 5500m² UPPER FLOORS RETAIL MAIN BUILDING ENVELOPE** |  |  |  |  |  |
| 5.1 | Will include all retail and storage areas and public cafes on retail floors which are **not** stand alone cafes or fully enclosed cafes. The value is dependent upon means of public access to the floor see ref no 5.1 -5.3 | For fully enclosed cafes, standalone cafes and cafes on otherwise non retail upper floors see ref no 6 |  |  | N/A - see 10.1 | N/A - see 10.1 |
| 5.2 | **Upper floor retail area with travellator and lift access** | Include area of travellator at upper level if within floor plate exclude area if abuts floor plate | Floor Level M1  AUC = RAO | 25% | N/A - see 10.1 | N/A - see 10.1 |
| 5.3 | **Upper floor retail area with escalator and lift access** | Include area of escalator at upper level if within floor plate exclude area if abuts floor plate | Floor Level M1  AUC = RAO | 22.5% | N/A - see 10.1 | N/A - see 10.1 |
| 5.4 | **Upper floor retail area with stair lift access** |  | Floor Level M1  RAO | 20.0% | N/A - see 10.1 | N/A - see 10.1 |

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| 6 | **AREA OF STORE < 5500m² CAFES UPPER FLOORS MAIN BUILDING ENVELOPE** |  |  |  |  |  |
| 6.1 | **Main Building envelope cafes on upper retail floors which are not stand alone cafes or fully enclosed cafes** | Include in area of upper retail floor and value according to means of public access see Ref No 5 |  |  | N/A - see 10.1 | N/A - see 10.1 |
| 6.2 | **Main Building Envelope Upper Floors Fully Enclosed Cafes –** these can be standalone or part of upper floor. They do not have open balconies | These to be recorded as separate line entry | RES | 100% | N/A - see 10.1 | N/A - see 10.1 |
| 6.3 | **Main Building Envelope Upper Floors Stand Alone Café Not Fully Enclosed** | Separate line entry  Accessed by escalator  Accessed by lift or stairs | RES  RES | 40%  40% | N/A - see 10.1 | N/A - see 10.1 |
| 6.4 | **Main Building Envelope café not fully enclosed but part of otherwise non retail floor** | If café less than 50% of total area of floor value at 100% main space  If café greater than 50% of area of floor value at stand-alone not fully enclosed rate  Escalator Access  Stairs Lift Access | RES  RES  RES | 40%  22.5%  20% | N/A - see 10.1 | N/A - see 10.1 |
| 7 | **AREA OF STORE < 5500m² MEZZANINE STORAGE FLOORS WITHIN WAREHOUSE**. | These are not part of mezzanine sales floors |  |  |  |  |
| 7.1 | **Open fronted mezzanine storage within warehouse** Concrete floor - with lift and/ or stairs access. Often in ASDAs. | Record on Survey Sheet as separate item. Overwrite description as CONC MEZZ. Make QAL line adjustment to 25% | Floor = M1 AUC = SPU | 25% | N/A - see 10.1 | N/A - see 10.1 |
| 7.2 | **Timber or metal sheet mezzanine floor within warehouse** - with Lift and/ or stairs access. Invariably above main warehouse | Record on Survey Sheet as separate item. | Floor = M1  AUC=ASI | 10% | N/A - see 10.1 | N/A - see 10.1 |

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| 8 | **AREA OF STORE < 5500m² PLANT ROOMS** |  |  |  |  |  |
| 8.1 | **Upper level plant with direct internal access** concrete or steel stair (not ladder) | Separate Line entry overwrite as Plant | TFA | 100% | N/A - see 10.1 | N/A - see 10.1 |
| 8.2 | **Upper level plant with direct external access**  Concrete or steel stair not ladder access | Separate Line entry overwrite as plant | PLT | 25% | N/A - see 10.1 | N/A - see 10.1 |
| 8.3 | **Upper Level Plant with NO direct internal or external access**  For example, ladder access /accessed across the roof | Record on survey sheet | No Entry | No Entry | No Entry | No Entry |
| 8.4 | **Plant Pods in Service Yard Not in Nature of Building** | Record on survey sheet | No Entry | No Entry | No Entry | No Entry |
| 9 | **CAGE MARSHALLING** |  |  |  |  |  |
| 9.1 | Typically translucent walls on steel frame with metal roof often connected to the loading bay (often found n Tesco) Also known as Peak Delivery Cage (PDC) | For stores <5500 m² record on survey sheet as separate item overwrite cage marshalling. Quality adjustment required 25% and for poorest examples 10% | COV | 25% | No separate entry | Included in 10.1 |
| 10 | **AREA OF STORE > 5500m² MAIN BUILDING ENVELOPE** |  |  |  |  |  |
| 10.1 | Includes fully enclosed wind lobbies, retail area, café, storage, offices, staff facilities, supported first floors regardless of use, mezzanine storage floors, plant rooms regardless of whether access internal or external, cage marshalling, service yards where fully enclosed within main building envelope.  Excludes outside store, loading bay, canopy, outdoor display and seating area | First 5,500m²  Next 2,500m²  Next 600m²  Remainder | N/A – see 2.1  N/A – see 2.1  N/A – see 2.1  N/A – see 2.1 | N/A – see 2.1  N/A – see 2.1  N/A – see 2.1  N/A – see 2.1 | TFA  SZE  SZF  SZR | 100%  66%  33%  10% |

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| **11** | **SERVICE YARDS** |  |  |  |  |  |
| 11.1 | **AREA OF STORE <5500m² Fully enclosed service yard within main building envelope** | Record on survey sheet as separate item overwrite covered service yard. Value dependent on doors utilisation for storage, layout and adequate yard within curtilage of property. For central London and centre of other large urban areas where built within main building envelope record as separate line AUC TFA. Where fully enclosed service yard not within property in urban centre AUC WHS value 25- 75%. | London and large urban centres  AUC = TFA  Other locations AUC = WHS | 100%  25%- 75% | N/A - see 10.1 | N/A - see 10.1 |
| 11.2 | **AREA OF STORE >5500m² Fully enclosed service yard within main building envelope** | Where the service yard is fully enclosed within the main building envelope in central London and other large urban areas this will be included in the calculation of the of the area of the main building envelope | N/A | N/A | No separate entry | Included in 10.1 |
| 11.3 | **Open Service Yards** | Record as Separate entry | No Entry | No Entry | No Entry | No Entry |

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| 11 | **LOADING BANKS** |  |  |  |  |  |
| 11.1 | **Enclosed on three sides with raised loading dock** | Record on survey sheet as separate item | BAY | 15% | BAY | 15% |
| 11.2 | **Internet Transit van delivery canopies /bays**  with or without raised platform  **Exclude those of a temporary nature. There must be some form of physical adaption and not simply denoted by temporary signage or similar.** | No need to measure but record number of bays. Overwrite as DOT.COM BAY. The bay should be recorded in ‘other additions’ | BAY Recorded in Other Additions | £300 per bay | BAY  Recorded in Other Additions | £300 per bay |
| 12 | **CANOPIES** |  |  |  |  |  |
| 12.1 | **Large canopies oversized from the norm** – not a common feature | Photograph and record on sheet as separate item | CNP | 20% | CNP | 20% |
| 12.2 | **Canopies**  including loading access roof overhang walkways | Do not include on survey sheet | No Entry | No Entry | No Entry | No Entry |
| 13 | **CLICK AND COLLECT** |  |  |  |  |  |
| 13.1 | **Click and Collect Units - in nature of building.** | Situation in car park away from main envelope. Building to be photographed and recorded on Survey Sheet as separate item. Overwrite Click and Collect Adjoining Canopy record on survey sheet only, not included in GIA. | TFA | If in nature of Building: 50%  If in nature of canopy 10% | TFA | If in nature of Building: 50%  If in nature of canopy 10% |
| 13.2 | **Click and Collect Bays (no associated building).**  **Exclude those of a temporary nature. There must be some form of physical adaption and not simply denoted by temporary signage or similar.** | Remote from main building, under canopy or on ground floor of decked car park. Some form of electronic call/ intercom will be present. Overwrite as CLICK AND COLLECT BAY. | Other Additions BAY | £300 per Bay | Other Additions BAY | £300 per Bay |

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| **14** | **STILTED STORES** | **These are defined as stores being supported on stilts with parking on the ground floor and the main sales floor being elevated over and accessed by travelators. Normal survey requirements apply.** | Survey Unit Adjustment applicable. Up to £150/m² no allowance  £150 - £175/ m**² - 2.5%**  £175/m² **-5%** |  | | Survey Unit Adjustment applicable. Up to £150/m² no allowance  £150 - £175/ m**² - 2.5%**  £175/m² **-5%** |  |
| 14.1 | Ground floor Circulation Area - access from Car Park to travelator/ lift/ stairs. | Photograph and record on Survey Sheet as separate item. Not valued. | No entry | No entry | | No entry | No entry |
| 14.2 | Ground floor Non Circulation Areas. | To include such areas as offices, toilets, staff, stores and (non ‘let out’) retail areas. Photograph and record on Survey Sheet. Record in RSA as ground floor. | TFA | 100% | | No separate entry | Included in 10.1 |
| 14.4 | First Floor travelator void. | "Cut out" area for travelator at main store level to be ignored and not included in GIA. Gross area of travelator ‘void’ space to be recorded on the survey. | No entry | No entry | | No entry | No entry |
| 14.5 | First Floor circulation space adjoining the travelator. | To be included in the GIA for the main store floor and record in RSA as first floor. | TFA | 100% | | No separate entry | Included in 10.1 |
| 14.6 | Plant/ Stores in the lower ground/ car park area under the store but internally accessed. | Photograph and record on Survey Sheet as separate item. Overwrite with appropriate description. | TFA | 100% | | No separate entry | Included in 10.1 |
| 14.7 | Plant/ Stores in the lower ground/ car park area under the store but externally accessed. | Photograph and record on Survey Sheet as separate item. Overwrite with appropriate description. | ASO | 25% | | No separate entry | Included in 10.1 |

**2023 Rating List Instructions for Data capture and valuation of solar panels where electricity is consumed by the host store**

For the 2023 List, all details relating to solar panels needs to be captured, but as part of the Green Agenda (APPLIES TO ENGLAND ONLY) which came into force on 01 April 2022 (SI 2022 No. 405) where the total installed capacity is 50kW or less then the value will be £0. Any installations above 50kW will have a “residual” value which will be 10% of the ERC in the cost guide. The appropriate decap rate should then be applied.  However, if the solar installation is commissioned in the life of the 2023 List AND is 50kW or less AND there is no third party involvement AND the store consumes the majority of the energy generated then it will fall to be temporarily exempt under the previous SI 2332 Microgeneration Regulations.

For Wales, the Green Agenda does not yet apply, so the full ERC is to be used.

Any queries should be directed to Jamie Gilbert in the Utilities team.