**APPENDIX 2**

The checklist below identifies the information that will need to be gathered in order to properly complete the survey for garden centres.

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| **GARDEN CENTRE INSPECTION CHECKLIST****Measure to NIA OVERALL (Refer to referencing Aid at Appendix 1)**Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice. |
| **Occupier/ Name of establishment** |  |
| **Address including postcode.** |  |
| **Retail Class**Planning Use codeRestrictions. |  | SCAT Code |  | **Valuation Scale:** |
| LocationRural/ Edge of town/ central. Any restrictions on access; Any year round or trade restrictions  |  |
| **Site** - size, shape and topography (indentify 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 123456Include age; use; quality; construction; purpose-built/ conversion; yard surface. |  | Date Built |
| **Plant Display areas** surface type (tarmac/ chip-pings/ concrete/ Paviors) |  |

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| --- | --- | --- | --- | --- |
| **Building Internal** | Refurbished: Year |  | Fit out: Landlord/ Tenant |  |
| **Accommodation**123456Finish 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 sourceFire 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 - Volume 4 - Section 3 - Plant and Machinery](http://vo.inrev.gov.uk/TheLibrary/RatingManual/Volume4/sect3/b-rat-man-vol4-s3-Rateability%20and%20Valuation.shtml) |  |
| **Rental information** **-** What buildings are included?Date of commencement of this level of rent. IncentivesContact details |  |
| **Photographs** |  |
| **General remarks** |  |
| **Date of survey** |  | **Survey by:** |  |