**APPENDIX 2**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 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 (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  1  2  3  4  5  6  Include age; use; quality; construction; purpose-built/ conversion; yard surface. |  | | | | Date Built |
| **Plant Display areas** surface type (tarmac/ chip-pings/ concrete/ Paviors) |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Building Internal** | Refurbished: Year |  | | Fit out: Landlord/ Tenant |  |
| **Accommodation**  1  2  3  4  5  6  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 - 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. Incentives  Contact details |  | | | | |
| **Photographs** |  | | | | |
| **General remarks** |  | | | | |
| **Date of survey** |  | | **Survey by:** |  | |