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| **RESTAURANTS. INSPECTION CHECKLIST (NIA)**Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice. |
| **Occupier**/ Name of establishment. |  |
| **Address** including postcode. |  |
| **Restaurant type** Cafe; Restaurant; Snack Bar; Hot Food Takeaway; Restaurant in former public house; restaurant with rooms; High Level Restaurant; A3 Inside Regional Shopping Centre; Roadside Restaurant; Remote Rural. Planning: Record Use class on RSA survey |  |
| **Location** Predominant tenant mix and uses in the locality; daytime footfall or reliant on evening nightlife.Whether in a residential area and the degree of affluenceNearby amenities and leisure uses for example cinemas and tourist attractions.Any restrictions on access; Any year round or seasonal trade restrictions If remotely located note whether a 'destination' establishment. Why do customers visit? Photographs should be taken to show the immediate surroundings.  |  |
| **Car Parking** as part of hereditament - Car parking for use of customers, noting number of spaces and location, access and restrictions. Parking facilities nearby: Car parks and availability of on-street parking. |  |
| **Predominant use & Tenure.** The nature of the trade and business operating, and details of tenure or contact name for informationIf rented the amount payable, when effective and basis agreed, lease term and if any incentives and other factors affecting the rent.  |  |
| **Trade** Bars - if any significant reliance on alcohol/ wet trade; Note the features of the dining area.Record the number of place settings & typical menu prices.Areas for private functions - separate from the main dining area.Any takeaway service available.Other additional services or revenue which may impact on the valuation method. Establish turnover if possible. |  |
| **Building - External** **Construction**. Approximate age; whether the property is a Listed Building; any particular architectural features.Purpose built; Main structural alterations - for example if converted from previous use.Number of floors; position and prominence of property and any particular aspect.**Access** and limitations to entrance. Photographs should be taken of the main elevations of the front and rear of the property |  |
| **External ancillary areas** such as gardens, terraces and smoking facilities.**Outside seating areas** - noting amount and whether part of the hereditament or not. |  |
| **Building - Internal** |  |
| **Refurbishment** Date restaurant refurbished |   |
| **Fitting out** Any tenant's improvements and fitting out works. Whether excluded from the rent paid. Obtain costs where possible. |  |
| **Accommodation**Measure and separately state the floor areas of the separate uses such as dining, kitchen, bar, servery, cold stores, offices and stores. The area used for dining will enable a comparison to be made in ratio to the total/ gross area. Record details of:Structure and quality of finish**Floor Levels** (e.g. GF; FF; 32nd Floor)**Natural lighting** – Good Natural light or lackingLayout of public areas**Customer toilets** and amenities (include in NIA) **Kitchen** facilities - including any show kitchens in addition to main kitchen**Bar** areaWhether there is any unused/ surplus spaceAny passenger or food **lifts**Any **living accommodation** for staff or public (see overnight accommodation below).Any Disability Discrimination Act adaptations.Photograph examples of the main accommodation uses, including the dining area, kitchen and servery. |  |
| **Overnight accommodation** if available, regard should be made to:Determine whether the accommodation is for letting or for staff or domestic use. |  |
| If short stay accommodation, the number rooms and type (such as single or double occupancy, if en-suite with bath or shower). * Measure the NIA of each room.
* Determine the trading pattern.
* Record sufficient information to determine the Double Bed Unit (DBU).
* Establish the current tariff rate.

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| **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 Section 6: Part 5: plant and machinery |  |
| **Fire Precautions** Sprinklers**Security CCTV** |  |
| **Air Conditioning** (age) Cassette or ducted. Extent of area covered. Air-conditioned areas need to be identified separately on the survey. Record make of system. **Heating.** Fuel. System |  |
| **General remarks** |  |
| **Date of survey** |  | **Survey by:** |  |