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| **Game farms and hatcheries****INSPECTION CHECKLIST** Inspections should be carried out in accordance with the Valuation Office Agency Property Inspector Manual.Measure to GIA. |
| **Occupier/ Name of establishment** |   |
| **Address including postcode.** |   |
| **Planning Restrictions.** |    |
| **Location** Rural/ Edge of town.  Any restrictions on access |  |
| **Site** - size, shape and topography  |  |
| **Car Parking** Provision of car parking  |   |
| **Competition/ comparables** |   |
| **Ext Photographs** Buildings, land |  |
| **Building Construction** (m2)Look for hatcheries and game rearing houses, brooder houses, rearing pens, night shelters, raised floor partridge and pheasant rearing boxes.Walls; Floor; Roof Include age; use; quality; construction; purpose-built/ conversion; height to eaves. Note quality of each (heating, air con etc). |     | Date Built  |
| **Ancillary Accommodation** (m2) Offices, staff rooms, kitchen space, internal storage space – note quality of each (heating, air con etc). |   |
| **Grass Runs** (m2) |  |
| **Plant and Machinery** Details of any items present (E.g., CCTV) 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](http://voaintranet.voa.gpn.gov.uk/manuals-and-guides/rating-manual-section-6-valuation-practice/rating-manual_section-6_part-3/sect435/~/link.aspx?_id=2650B5A988004855983DE78E43943781&_z=z) |   |
| **Rental information**Lease / license information.What buildings are included?Date rent became payable. ?Incentives?Contact details |   |
| **Internal Photographs** |  |
| **General remarks** |      |
| **Date of survey** |   | **Survey by:** |   |

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| **Ref No** | **Question** | **Answer(s)****Please put your answer against the Ref No of the question being answered.** |
| **Bird Details – please provide as individual years totals** |
| **1** | **Please confirm the total number of birds sold to shoots or other game farms.** | **Number of Birds** |
| 1.1 | Eggs |  |
| 1.2 | Chicks |  |
| 1.3 | Poults |  |
| 1.4 | How many of these were pheasants? |  |
| 1.5 | How many of these were partridges? |  |
| 1.6 | How many of these were ducks? |  |
| **2** | **Please confirm the total number of birds retained for release for your own shoots.** | **Number of Birds** |
| 2.1 | How many of these were pheasants? |  |
| 2.2 | How many of these were partridges? |  |
| 2.3 | How many of these were ducks? |  |
| **3** | **Please confirm the total number of birds produced that are ‘direct to table’ and not for shoots or other game farms.** | **Number of Birds** |
| **Income details – please provide as individual years totals** |
| **4** | **Please confirm the gross receipts for the last 3 years that relates only to the game farm. This should exclude any income from shooting days and holiday cottages etc. This should be itemised into individual years.** |  |
|  | **Please confirm the total expenses for the last 3 years that relates only to the game farm. This should be itemised into individual years.** |  |
|  | **Are any shooting rights let out separately or retained?** |  |

## Agricultural Checklist (Generic)

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| Are any fields used for grazing horses? Are any fields used for riding horses, exercising horses, horse jumps etc? | * Identify each field on the plan.
* Is the field ever used for any other purpose? There may be varying degrees of use in addition to grazing use that will not always lead to rateability. Grazing land used for the temporary erection of jumps for occasional casual recreational use will be exempt. Land used for permanent jumps or as a permanent outdoor exercise area will not fulfil the definition of use as ‘*arable, meadow or pasture ground only*’ and will be rateable
 |
| What is the nature of any agricultural business? | * *e.g.,* dairy, fattening cattle, sheep, pigs, poultry, arable.
 |
| Are any fields used for the agricultural business?  | * Identify on the plan the current use of each field
 |
| Are any buildings occupied together with agricultural land and used solely in connection with agricultural operations on the land  | * Identify on the plan the current use of each building
* A hay barn will qualify for agricultural exemption if it is used either:
	+ to store a hay crop taken from the land occupied by the equestrian proprietor (NB a hay barn will be rateable if it is used to store hay to feed the horses), or
	+ to store hay solely for livestock (other than horses) which are also kept by the occupier.
 |
| Are any buildings used for keeping or breeding of livestock (excluding horses, ponies *etc*) | * What livestock is kept in the buildings
* Is the building contiguous to 2 or more hectares of agricultural land
 |
| Are any of the fields or buildings that are used for the equestrian uses ever used for the agricultural business? | * Obtain full details, *e.g.,* what kind of agricultural use, how often, when?
 |
| Are the fields or buildings used for agricultural also put to equestrian use? | * Obtain full details *e.g.,* what kind of agricultural use, how often, when?
 |
| Does the occupier have any British Horse Society approval? | * If necessary, ask to see the BHS certificate, which will certify a certain stated use, *e.g.,* stud farm, riding school, or livery stables.
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| Are there any Planning Permissions / Restrictions? | * Make full notes, or obtain a copy of the planning permission
 |
| Is there any other business activity? | * Please take full details, as these will be rateable.
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