

FIFE COUNCIL

ASSESSOR SERVICE

REVALUATION 2010 PRACTICE NOTE

OFFICES

GENERAL:

In connection with this scheme of valuation, “office” may be defined as premises used for purposes of administration of a professional practice or commercial business. Descriptions other than office may be appropriate to describe actual use and the categories grouped under the main heading include office, bank, studio, surgery, consulting room, funeral service room etc. The foregoing list of subjects is not exhaustive and should also include other premises of miscellaneous commercial character if these are, by reason of their physical and situation characteristics, suitable for valuation on the same basis as offices.

In the case of Local Authority offices, small halls, meeting rooms and libraries, etc., may be encountered within the premises, which are otherwise used as administrative offices. If the office element determines the character of the whole subjects, the premises may be valued under this scheme. In those cases where the hall, chambers etc., constitutes the primary character of the subjects, and the element of administrative office is secondary, it is for consideration whether valuation under the Public Buildings category might be more appropriate. Each case must, however, be judged on its own merits taking into account not only structural layout, but building area and context. It must be noted that levels of value may vary between certain of the above types and in the particular case of banks, building society and insurance company offices with ground floor premises in a shopping street, the level of value should be akin to that of the adjoining shops.

INFORMATION TO BE OBTAINED ON SURVEY

(a) General Description

(for classification of offices see Appendix I)

- (i) Purpose-built - old, semi modern, modern and new. The criterion is the quality, the age being only a guide.
- (ii) Converted dwelling house or other property – note if original state or modernised and adapted.

- (iii) Former shop premises – note the type of business carried on and the extent to which the premises have been adapted for use as office.

(b) Situation

- (i) Note immediate environment, e.g. isolated, adjoining similar properties, corner site, overlooked by neighbouring properties, or adjacent to multi-storey properties. Situated in own grounds, set back from building line, up or down steps from pavement, access from shared or common stair.

Where business access is shared with other occupiers, note cases where poor class dwelling house or inferior commercial enterprises may have an adverse effect upon the subject.

- (ii) Note general environment and convenience of situation, e.g. central, on main thoroughfare, in main shopping area, main office area, residential area etc. Note relationship with subjects likely to provide trade etc.

(c) Internal Description

The suitability of the interior must be considered. Internal description of the subjects should include:-

A full description, noting finish of walls, floor and ceiling. Note ceiling heights, adequacy of lighting and quality of natural lighting, and any other factors particularly applicable.

Attention should be given to rooms designed and constructed for a particular use and finished to a different standard, e.g. board room, strong room, kitchen.

In the case of dentists and doctors' surgeries, etc., note adaptations for specialised use, e.g. wash basins, partitions to form cubicles or dark rooms.

All ancillary accommodation within the main building, i.e. dining rooms, canteen, store rooms, cupboards, workshops etc. should be noted and described.

(d) Services

Note water supply, hot and cold, electric, gas, air conditioning, method of heating. Note passenger hoists, capacity and floors served, sprinkler system.

(e) Other Relevant Information

This will include notes on fire escapes, the number of car parking spaces, covered and open. Where private car parks or garages are provided, the number of spaces and surfacing should be noted along with a full description of any garages. Note and describe ancillary accommodation to be found in outbuildings etc.

PREPARATION OF SURVEY RECORD

Prepare a sketch of each floor showing boundary and permanent partition walls together with the lifts, staircases etc., show all accesses. In the case of subjects of shop character the measurements taken should be as for shops. In all other cases the measurements taken should be those necessary to determine the net internal area, i.e. the area as measured between the inside faces of the main walls of the subjects, including partition walls not exceeding 15 cm in thickness, but excluding the areas occupied in excess of 15 cm by all other walls and excluding also the areas occupied by toilets, passageways, stairs and lift wells.

In measuring attic and basement rooms any floor space where the headroom falls below 1.50m will be excluded.

AREAS:

All areas should be calculated on the NET internal office area occupied. Include kitchen/rest room areas but exclude all toilets, passageways, stairs and lift wells. In the case of new multi-storey accommodation the areas may be calculated on the total net internal area occupied (i.e. "wing area") or on a room basis dependent on the letting arrangements.

CAR PARKING

Car parking should be added to the value at the appropriate rate per space. See Assistant Assessor for guidance.

QUANTUM:

Quantum should be applied at the rates shown in the table below, interpolating as necessary.

Area	Quantum
Up to 2000m ²	0%
2,000m ² to 2,500m ²	0% to 2.5%
2,500m ² to 5,000m ²	2.5% to 5%
5,000m ² to 7,500m ²	5% to 7.5%
7,500m ² to 10,000m ²	7.5% to 10%
10,000m ² to 20,000m ²	10% to 20%

APPENDIX I shows the classification descriptions.

APPENDIX II shows the relationship of floors.

APPENDIX I

CLASSIFICATION

1. Modern purpose-built offices. (1990 Onwards)
2. Purpose-built offices erected around 1960 onwards and good conversions. (1960 – 1990)
3. Good post war purpose built or good conversions. (1945 – 1960)
4. Purpose-built old stone office and very good house conversion.
5. Good stone house/flat conversion.
6. Un-modernised stone house conversions and tenement type properties

APPENDIX II

Relationship of Floors Where No Lifts

<u>Basem't</u>	<u>GF1</u>	<u>FF1</u>	<u>2nd F1</u>	<u>3rd F1</u>	<u>4th F1</u>
50%	100%	100%	75%	55%	50%

Relationship of floors with adequate modern passenger lifts:

FLOOR

Ground	100%
1 st	100%
2 nd	100%
3 rd	100%
4 th	100%