

**Revaluation 2017**

**Public Buildings Committee**

**Practice Note 8**  
**Valuation of Civic Buildings**

**1.0 Introduction**

- 1.1 This Practice Note deals with the valuation of Civic Buildings.
- 1.2 Subjects covered by this Practice Note may include Court Buildings, Council Chambers, Town Halls, Civic Centres and Offices occupied by Local Authorities and similar bodies such as Health Boards.

**2.0 Basis of Valuation**

- 2.1 Subjects covered by this Practice Note are valued on the Contractor's Basis.
- 2.2 This Practice Note should only be used where no comparable rental evidence is available.

**3.0 Survey and Measurement**

- 3.1 Building areas should be calculated on a gross external basis (GEA) for each main floor.
- 3.2 Where a subject is of older construction e.g. stone, and has thicker than normal walls, the area should be adjusted on a floor by floor basis in accordance with SAA Public Buildings Committee Practice Note 4 (Valuation of Contractor's Basis Subjects, Areas Adjustment and External Works' Costs) to adjust the floor area to the modern equivalent.
- 3.3 Site area should be calculated together with the areas of any car parks, roadways and other paved or landscaped surfaces. Measurements and details of boundary walls, fences and any other items in the nature of external works, civil works or plant and machinery should also be noted.

#### 4.0 Building and External Works Costs

4.1 The available cost evidence was analysed in terms of SAA Basic Principles Committee Practice Note 2 (Contractor's Basis Valuations). The unit cost rate(s) derived reflect a Scottish Mean location factor, a £3m contract size and a tone date of 1 April 2015.

#### 5.0 Valuation

5.1 Valuations should be carried out in accordance with SAA Basic Principles Committee Practice Note 2 (Contractor's Basis Valuations).

5.2 Recommended unit cost rates excluding professional fees for buildings are noted below.

5.3 Reference should be made to section 6.2 below on External Works.

#### 6.0 Estimated Replacement Cost (ERC)

##### 6.1 Unit Cost Rate (Buildings)

The following unit cost rates per square metre should be applied to the adjusted external areas (GEA) in accordance with the different categories described:

Category	Description	Unit Cost Rate Per m <sup>2</sup>
Traditional Build		
Category 1	Includes the highest standard of Court Buildings, Town Halls, Civic Centres and Office HQ buildings. Providing a very high standard of accommodation including large circulation spaces, toilet facilities, lifts, data installations, security systems etc. The building will incorporate the best quality of materials e.g. stone, marble, facing brick, glass curtain walling etc. It will be finished to the best quality available and will provide a working environment that is fit for purpose and in accordance with the demands of modern working practices.	£2,500
Category 2	Applicable to more modest but nevertheless still very good quality Court Buildings, Town Halls, Civic Centres and Office HQ buildings. Providing a high standard of accommodation incorporating circulation spaces, toilet facilities, lifts,	£2,100

	data installations and security systems. Good quality materials will have been used internally and externally providing a building that has a good quality working environment that is fit for purpose and in accordance with the demands of modern working practices.	
Category 3	Provides a good standard of accommodation satisfying the requirements of most modern working practices without incorporating the high quality materials, fittings and facilities of the Category 1 and Category 2 buildings. Whilst more modest in the quality of materials used and the overall standard of finish, this category still provides an acceptable working environment.	£1,400
Category 4	Providing adequate accommodation that may be lacking in terms of the materials used and the quality of finish internally and externally. Facilities such as circulation spaces, toilets, data installations and security systems will still be present but will not be to the standard of similar facilities provided in Categories 1, 2 and 3 above. The building could have a "tired" appearance and may be in need of some upgrading and modernisation.	£950
<b>Prefabricated</b>		
Modular Buildings	Buildings of prefabricated sectional design, internally insulated and plasterboard lined, with accommodation similar to permanent buildings, sited on permanent hardstanding and serviced.	£900
Portable Cabin	Transportable as complete units with basic connections to services, sited on rudimentary base and providing adequate temporary accommodation	£600
Inferior Prefabricated Buildings	Inferior quality, poor insulation, lacks services, typically to HORSAs hut standard.	£450

## 6.2 Unit Cost Rates (External Works)

External Works should be valued in accordance with SAA Public Buildings Committee Practice Note 4 (Valuation of Contractor's Basis Subjects, Areas Adjustment and External Works' Costs).

## 6.3 Adjustments to ERC

Adjustments in respect of contract size and additions for professional fees should be made in accordance with the recommendations contained in SAA Basic Principles Committee Practice Note 2 (Contractor's Basis Valuations).

## 7.0 **Adjusted Replacement Cost (ARC)**

7.1 In applying age and obsolescence allowances reference should be made to guidance in SAA Basic Principles Committee Practice Note 2 (Contractor's Basis Valuations). In particular it should be noted that allowances in respect of age in excess of 50% should only be given to buildings and plant in exceptional circumstances.

7.2 Further allowances of a functional and technical nature should be considered in accordance with SAA Basic Principles Committee Practice Note 2 (Contractor's Basis Valuations) and SAA Public Buildings Committee Practice Note 4 (Valuation of Contractor's Basis Subjects, Areas Adjustment and External Works' Costs).

## 7.3 Buildings without Lifts Provision

Buildings or affected parts of buildings without lifts may be granted an allowance as indicated in the table below.

2 Storeys	-5%
3 Storeys	-10%
4 Storeys	-15%
5 Storeys and above	-20%

If, in the case of buildings of two storeys or above, a particular floor such as an attic is significantly smaller than the main floors or consists of a basement of poorer quality, then such a floor should be excluded from the determination of an appropriate lift allowance to be applied to the whole building in the table above.

7.4 The above allowances should not be aggregated but applied in sequence to provide the Adjusted Replacement Cost of a particular item.

## 8.0 **Plant and Machinery**

8.1 Buildings' unit cost rates above are inclusive of service plant typically found in subjects covered by this Practice Note. Rateable items of plant and machinery not already reflected in these rates should be dealt with in terms of the Valuation for Rating (Plant & Machinery) (Scotland) Regulations 2000 (as amended) and valued with reference to the Rating Cost Guide.

## **9.0 Land**

9.1 Land value should be determined by reference to local evidence and SAA Basic Principles Committee Practice Note 2 (Contractor's Basis Valuations).

## **10.0 Decapitalisation Rate**

10.1 The appropriate statutory decapitalisation rate should be used.

## **11.0 End Allowance**

11.1 Any factors or circumstances which might affect the value of the occupation of the lands and heritages as a whole should be reflected at this stage. An adjustment under this head should not duplicate adjustments made elsewhere.