



Renfrewshire Valuation Joint Board

Office Practice Note

Revaluation 2023

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1. General

When making an allowance or addition the valuer's primary source of evidence should be the analysed rents or cost evidence, not this practice note.

These instructions apply to the valuation of office and office type subjects and should be used in conjunction with the Scottish Assessors Association, Basic Principles Committee Report No. 1 – Adjustment of Rents.

This practice note does not apply to properties occupied for office purposes which are situated in “shop type” properties in shopping locations or adjacent to shopping locations.

Offices are valued using the comparative method of valuation. This involves an analysis of passing rental information for similar classified subjects in each locality, to establish a unit of comparison, normally expressed as a rate per square metre.

The rate per square metre is then applied to the net internal area of the offices covered by that analysis.

This rate will reflect the characteristics of the normal office in the locality being valued. It is the analysis which will normally determine the extent to which any variances from the norm such as better/poorer parking, lift/no lift provision, which may add to or reduce the value of any particular property. **However, to establish the allowance/addition the valuer must analyse the rents passing.**

2. Valuation Roll Descriptions

All descriptions must conform to the *'List of Categories, Class and Subject Types'* and reflect the actual use of the property.

3. Rates to be used

Rates to be applied will be derived from an analysis of rental evidence at, or adjusted to, Tone Date. (Scottish Assessors Association, Basic Principles Committee Report No. 1 – Adjustment of Rents).

All rates will be applied to the net internal area/notional net internal area.

4. Measurement

All offices are to be measured on a net internal basis, including kitchens and built-in cupboards occupying useable area.

The measurement of the net internal area will follow the RICS Code of Measuring Practice 6th Edition. The notional net internal area is the net internal area adjusted, if appropriate, for storey level.

Areas of ancillary buildings will be measured on actual use of the space.

Areas of similar use but with different finishes and/or services for example air conditioning, should be measured separately.

All areas should be measured, and areas calculated irrespective of whether or not they are eventually included in the valuation.

5. Calculation of Areas

5.1 All area calculations will follow the definition of net internal area found in the RICS Code of Measuring Practice 6th edition.

5.2 Areas of similar use but with different finishes should be calculated separately. For example, there may be storage areas within an attic and offices, in this case the areas of each should be calculated separately.

5.3 The table below details areas which should be excluded from the valuation.

Description	Notes
Entrance Halls, Atria, Landings, Balconies, Corridors, Circulation Area	Used in common with others
Toilets, Cleaner's Rooms	Includes toilet lobbies, bathrooms and the like
Lift Rooms, Plant Rooms, Tank Rooms, Stairwells	Other than those of trade process nature
Corridors (no exclusion of useable area)	Used in common with others, including circulation space. Or those which are permanent in nature
Pillars & Structural Walls	Could include chimney breasts, vertical ducts

6. Floor Reduction Factors

These should generally be derived from local rental evidence. The type of access will be a significant factor in the use which can be made of floors above and below ground level.

In the absence of any evidence the following table can be used as guidance.

The adjustment recommended below should not be applied blindly where local evidence suggests something to the contrary.

Floor	With Lift	No Lift
Basement	60-80%	50%
Lower Ground	90-100%	80-90%
Ground	100%	100%
First	100%	90%
Second	100%	80%
Third	100%	70%
Fourth & above	100%	60%

7. Lack of Finish

Like all allowances or additions these will only be appropriate where the applied rate assumes a particular standard of finish.

Where an area is in an unfinished or partly unfinished state an allowance of up to 10% may be granted.

The adjustment recommended below should not be applied blindly where local evidence suggests something to the contrary.

8. Additions

In many modern offices the air conditioning may be reflected in the analysed rate. In other locations air conditioning will normally be a tenant's improvement and an addition will be required.

Description	Addition	Note
Air Conditioning	£9/m ²	Added to the area which benefits from air conditioning
Sprinklers	£7/m ²	Added to the area which benefits from sprinklers
Pertinent (Car Parking/Store)	See Notes	Valued in accordance with local evidence, if not included in reduced area

9. Quantum

This is very much a matter where consideration of the local rental evidence is paramount. Demand for different sizes of offices will vary from location to location. The level of quantum for a given office area will be dependent on the rental analysis for that area, and whether quantum should be applied.

If it is considered appropriate to apply quantum the calculation should be based on the net internal area/notional net internal area after the floor reduction has been applied, not the measured area.

10. Final End Allowances

In some circumstances it may be appropriate to apply an end allowance to all parts of the valuation, including air conditioning, sprinklers, pertinent etc. This allowance should be granted on the total value.

11. General Comment

There may be exceptional circumstances which are not covered by this practice note and which require special treatment.

Above all it should be remembered that these instructions are for guidance only. There will be circumstances where the valuer must exercise his/her own skill and judgement.

12. Plant and Machinery

Any plant in these subjects which is rateable, and not included within the rate, should be valued by reference to the relevant cost guide e.g. CCTV.