

REVALUATION 2023

VALUATION OF OFFICES

1 APPLICATION

The following scheme applies to the revaluation of offices and office type accommodation in Angus, City of Dundee and Perth & Kinross Divisions.

The scheme will apply to all subjects which by reason of their physical characteristics and situation are suitable for valuation as offices, including, for example, studios, some surgeries, consulting rooms and salons.

2 METHOD OF MEASUREMENT AND CALCULATION OF AREAS

2.1 The calculation of areas will be on a Net Internal basis and will conform to the RICS Code of Measuring Practice.

Net Internal Area (NIA)

The usable area within a building measured to the face of the internal finish of perimeter or party walls ignoring skirting boards and perimeter trunking and taking each floor into account.

Usable Area

The usable area within the property will be determined by **excluding** the following:

- 1) areas of toilets, bathrooms and associated lobbies;
- 2) areas of lift motor rooms, boiler rooms, tank rooms, fuel stores and plant rooms;
- 3) areas of stairwells, liftwells, and those parts of entrance halls, atria, landings and balconies which provide essential access¹ or are used in common with other occupiers;
- 4) areas of corridors and other circulation space where used in common with other occupiers or of a permanent essential nature²;
- 5) the areas occupied by internal structural walls; walls (whether structural or not) enclosing excluded areas; columns, piers, chimney breasts, other projections, vertical ducts, etc;
- 6) cleaners' cupboards (which will have a sluice or the like), cupboards, if accessed from excluded area³;
- 7) areas under the control of service or other external authorities; eg, meter cupboards;
- 8) areas below 1.50m in height.

NOTES

- 1 Essential Access
This is restricted to the area of essential access to the building or entrance halls, atria, landings, etc. Those areas in entrance hall/atria, etc, which are usable and whose use would not impede essential access should be included in NIA. If in doubt, consult with a senior member of staff.

- 2 Corridors of a permanent essential nature
The only corridors excluded from NIA, apart from areas used in common with other occupiers, are those of a permanent essential nature: ie, either
 - i) *internal corridors between structural walls (usually found in older buildings). Note that the original brick/block walls which divide up older cellular office accommodation should be considered structural (unless there is clear indication otherwise) and the corridors providing access to the individual rooms should be considered to be of “an essential permanent nature”.*

 - ii) *fire corridors. (If a fire corridor is claimed to exist which is defined by non-structural walls, attempt to establish whether it would be required by any hypothetical occupier; if so it should be regarded as of a permanent essential nature, otherwise it is deemed to servethe needs of the actual occupier and, not being permanent or essential, must be included in NIA).*

- 3 *Storage areas of proportions larger than normal cupboard storage, regardless of location within the building, should be included when determining NIA.*

Diagrams illustrating the application of NIA can be found in the RICS Code of Measuring Practice 6th Edition.

- 2.2 It should be noted that when analysing any rental evidence it is not appropriate to exclude demised usable space which has subsequently been converted by a tenant to any of the exclusions listed above. The demised premise is the area let as described in the lease.

- 2.3 Any difference in value to comparable subjects as a result of such tenant's improvements should be carefully considered by the Valuer before amending the Valuation Roll (eg, the installation of additional toilet facilities by the tenant causing minor differences in value between like subjects).

3 CLASSIFICATION

The classification scheme for offices is based primarily on character. Age clearly will come into this as will location to some extent. Offices have initially been allocated to one of four groupings (Classes A-D) based on the character of the building in question. It should be noted that the dates mentioned are for guidance only. The four classes are as follows:

- A - Modern purpose built offices.
- B - Stone built, or brick interwar offices (Conversions or old purpose built and including tenements).
- C - Houses or parts of houses used as offices.
- D - Non Permanent.

Further subdivision will allow correct placing within the group or class. For example, a modern purpose built office will be within Class A. Its placing within one of the three subdivisions of that class (A1, A2 or A3) will depend on its age and type, quality of construction and finish.

Note that whilst it is anticipated that a class B1 office for example will be superior in quality and, so, more valuable than a class B3 office in the same location, it should not be assumed that Class A offices will all have a greater value than Class B. Values may frequently overlap.

3.1 Sub Groups

3.1.1 Class A Modern

Class A1

The most modern and prestigious offices (which should be understood relative to the local market) providing high quality office space meeting current occupier requirements. This will normally be characterised by good natural and artificial lighting; good fixed space heating and well integrated power and communications infrastructure. Further services may include air conditioning / handling, depending on local norms and analysis. Typically modern and recently constructed or which either meets or has been refitted to current standards outlined above.

A1+ May appear during the period of the triennium if a higher specified building is erected during that time. Analysis of the rental evidence may determine a higher rate than A1.

Class A2

Modern offices providing good quality office space but of a plainer character than A1. These may be modern but will be built and fitted to a lower standard than above, typically dating from the late 20th century and, although perhaps built to the best standards of their time, now ageing and not providing the best level of accommodation. Adequate natural and artificial light with fixed heating and integrated services will be standard.

Class A3

Poorest or plainest type of post-war purpose built office, subject, most likely, to only the most essential upgrades, without suspended ceilings; often inadequate or dated heating system, adequate lighting and adequate toilet provision. Generally ageing, lacking the quality of features found in more modern offices, and unlikely to have

been built after the mid 1970s.

3.1.2 Class B Stone, Pre or Interwar

Class B1

Good quality stone and brick purpose built offices also including good conversions of mills townhouses, etc. Converted or refurbished to a high standard. Should have been rewired, replumbed, and the heating system and communications infrastructure modernised. New fittings should be of a good modern standard. Quality plasterwork and woodwork may also be in evidence.

Class B2

Main group of purpose built or converted stone or inter war buildings which have been improved over the years to maintain an adequate functional standard. Should have reasonably modern wiring, plumbing, and heating system and with adequate toilet provision. May include earlier or modest refurbishments and adaptations to office use. This category includes former large town houses adapted to office use.

Class B3

Stone or brick offices which have had little adaptation over the years and identifiably inferior. Basic finish internally and with limited toilet provision. This category includes the poorer town house with little adaptation.

NB Class B2 and Class B3 may appear similar from an external appraisal but the actual class is dependent on the degree of refurbishment/modernisation.

3.1.3 Class C House Conversions etc

Class C1 Houses or parts of houses used as offices, surgeries, studios etc well adapted to office use. Should have been rewired, replumbed and have a modern heating system.

Class C2 As class C1. Should have reasonably modern wiring, plumbing and heating systems and some adaptation.

NB Class C office classification is dependent on condition and quality rather than age. A Class C office will be located away from recognised commercial areas.

3.1.4 Class D Non-Permanent

Class D1 Modular offices providing accommodation equivalent to Class A2/A3.

Class D2 Non-permanent, eg, adequate cabin type structures for with toilet facilities and fixed heating.

Class D3 Non permanent – poor types, very basic, no toilet facilities or fixed heating. Consider valuation by reference to TVJB's Portable Cabins local practice note.

4 UNIT OF VALUATION

The unit of valuation will include the whole of any suite of offices occupied by a single occupier, the rooms being physically contiguous and having internal mutual access. The necessity to use a common stair or passage, to pass between subjects otherwise adjoining, will indicate that the subjects are not unum quid.

5 BASIS OF VALUATION

The valuation should be arrived at by applying an appropriate rate per square metre to the area calculated for each floor with variations in the rate for those parts of inferior or superior quality, construction or date of erection, e.g. rear wings inferior in quality to main building.

6 BASIC RATES

The basic rates per m² of net internal area, summarised in Appendix A, should be applied to first floors. For other floors the rate shown should be adjusted in accordance with the table of floor relationships (Section 7.1).

7 FLOOR RELATIONSHIPS

The rates for floors other than first floors will be obtained by adjusting the basic rate in accordance with the following table of floor relationships where departure from the guidelines may be appropriate, Valuers must consult with a senior member of staff.

7.1 Offices with no passenger lift facilities

Main Floor	Class	Angus /Perth ratio	Dundee Ratio	Attic Floors	All Divisions Ratio
Ground	Classes A1-A3	100	100		
	All Other Classes	100	110		
First		100	100	1A	90
Second		85	85	2A	75
Third		65	65	3A	55
Fourth		55	55	4A	50
Fifth		50	50	5A	45

The adjustment factor for ground floors entering direct from the street by prestige entrances, where the front elevations are of dressed stone with quasi-display front (not shop front) may require to be enhanced to take into account the style and character of the subject. The increase above the normal ground floor rate will be dependent upon character, location and local rental evidence, with particular attention being paid to comparison with shop values in the vicinity. Where the office has a shop front, it may be more appropriate to value the property in direct comparison with shops.

7.2 Offices with adequate and modern passenger lifts

For classes A1, A2 and A3 all floors should be taken at a ratio of **100**. For all other classes in Dundee all floors served by the lift should be taken at a ratio of 110.

7.3 Notes

7.3.1 Inadequate Passenger Lifts

Some buildings may have passenger lift facilities which are inadequate and not up to modern standards. Each case should be treated on its own merits by reducing the rate which would have applied if it had an adequate lift.

7.3.2 Passenger Lift not serving all floors

Where a passenger lift does not serve all floors, each case should be treated on its own merits. However, as a general guide, a ratio of 90 for the floor immediately above the floor last served by the lift, 75 for the next floor and 60 for the following floor, may be appropriate.

7.3.3 Goods Lifts/Hoists

In terms of the plant and machinery regulations these are included in the definition of lands and heritages and consideration should be given to the overall value they add to the office subject.

7.3.4 Disabled Access

The nature of disabled access to office type subjects ranges from small ramps to stair lifts and dedicated passenger lifts. It is assumed that the modern office and adapted office will have some facility to permit disabled access and the presence or absence of such facilities may assist the Valuer in determining the appropriate classification, or making allowance in the event of the absence of such facilities.

7.3.5 Basements

The reduction factors for basements may require variation within wide limits to allow for variety of character, e.g. suitability of access, quality or daylighting, etc, and each basement should be judged on its own merits.

8 CENTRAL HEATING

The basic rates per m² assume that there are central heating installations or adequate fixed heating. In any case where the heating is inadequate a deduction of up to 5% may be made.

9 AIR CONDITIONING

Where air conditioning has been installed within an office subject, details of the specification of the system are required, eg, full air conditioning with heating, cooling and filtration plant and with a note of the maximum and minimum temperatures achievable; or a basic air conditioning system provided only by locally installed units. For full air conditioning a maximum of £9/m² should be added to the basic rate by using the appropriate "Rate Adjustments" field.

10 STRONG ROOMS

In the majority of cases the strong room of an office will comprise a strong room door fitted to an existing cupboard or store with little or no reinforcement to walls, ceiling and floor. In these cases the strong room should be valued at the same rate as the rest of the office accommodation. Where there is a purpose-built strong room with complete reinforcement similar to those installed in banks and its existence is of identifiable operational value, apply an enhancement of 10% to the internal area of the strong room. If only present because of historical use, then value at the same rate as the office accommodation.

11 ADDITIONS

Following the identification of the unit of valuation it may be appropriate to consider the valuation of pertinents.

11.1 Car Parks

The provision of car parking within the curtilage of office premises can be dealt with by valuing the car park at an appropriate rate per car space, having regard to the level adopted for public car parking, the availability and cost of public parking and rents where available. It may also be appropriate, in classes and locations where parking is provided as the norm and included in rents, and analysed thus, to include the provision of parking in the rate applied to the office itself.

11.2 Garaging

Depending on their character and location, garages should be valued in accordance with the recommendations laid down for the valuation of commercial garages and lock-up garages, but care should be taken to ensure that the rate applied is reasonable in relation to the rate applied to the office. Those of a basic nature may attract a value akin to a lock-up garage, whereas more substantial garages may be of a size and character and in a location that justify comparison with miscellaneous workshops or stores valued on the basis of the TVJB Part 4 Industrial scheme of value.

11.3 Outbuildings

Outbuildings which are used for storage and other purposes related to office use should be valued at a rate related to the office rate. It may be appropriate to adopt rates from the Part 4 Industrial scheme of value.

12 DEDUCTIONS

These may affect the subjects as a whole, i.e. including the pertinents and car park, the office buildings only or a particular floor or floors. The following are some of the factors which could justify making deductions. It should be borne in mind that certain inherent disabilities may already have been taken into account in the classification of the office and so the overall effect of applying the appropriate deductions should be considered in relation to the rental evidence used to derive the rate.

12.1 Toilet Accommodation

Statute requires that offices should have appropriate toilet and washing facilities, or access to appropriate toilet and washing facilities, and the determination of basic rates from the rental evidence takes into account the provision of these facilities. Adjustment is therefore only necessary where this is not the situation and any allowance for inadequate or non-existent toilet facilities should be made by an appropriate deduction from the valuation.

12.2 Poor or No Natural Light

12.3 Poor Access

Offices which are physically of reasonable standard may be less desirable because of the character of their access, such as a poor dingy common stair, shared with dwelling houses or inferior commercial premises. The appropriateness and scale of such deduction will be made in accordance with the analysed comparable evidence.

12.4 Poor Planning and Layout

This should be determined in relation to the norm having regard to class and size. Particularly in older offices, difficulties in layout may be connected with size and already reflected in the rate.

13 ADJUSTMENTS FOR SIZE (QUANTUM)

Depending upon local market norms the applied rates, as detailed in the appendices, will require to be adjusted to reflect the impact of size on passing rents, and hence on value.

The applicable levels of quantum to apply to the valuation are set out in the tables below. The appropriate level is analysed in line with local market conditions, and exceptions to the general patterns outlined below may exist, in particular in city centre locations.

Quantum Tables - Angus

A & D Class Quantum	
Total Area	Quantum
Up to 50 m ²	15%
50 m ² to 75 m ²	10%
75 m ² to 100 m ²	5%
100 m ² to 150 m ²	0%
150 m ² to 250 m ²	0%
250 m ² to 400 m ²	-5%
400 m ² to 500 m ²	-10%
500 m ² to 750 m ²	-15%
750 m ² to 1000 m ²	-20%
1000 m ² to 1500 m ²	-25%
1500 m ² to 2000 m ²	-30%
2000 m ² +	-30%

B Class Quantum	
Total Area	Quantum
Up to 25 m ²	25%
25 m ² to 45 m ²	20%
45 m ² to 55 m ²	15%
55 m ² to 65 m ²	10%
65 m ² to 80 m ²	5%
80 m ² to 125 m ²	0%
125 m ² to 150 m ²	-2.5%
150 m ² to 175 m ²	-5.0%
175 m ² to 200 m ²	-7.5%
200 m ² to 225 m ²	-10.0%
225 m ² to 250 m ²	-12.5%
250 m ² to 275 m ²	-15.0%
275 m ² to 300 m ²	-17.5%
300 m ² to 350 m ²	-20.0%
350 m ² to 500 m ²	-25.0%
500 m ² +	-30.0%

Quantum Tables – Dundee

A Class Quantum		
Total Area (M2)		Adjustment
>	<=	
1	9	50.0%
9	19	40.0%
19	29	30.0%
29	35	20.0%
35	40	10.0%
40	250	0.0%
250	500	-2.5%
500	1000	-5.0%
1000	2000	-7.5%
2000	3000	-10.0%
3000	4000	-12.5%
4000	5000	-15.0%
5000	6000	-17.5%
6000	7000	-20.0%
7000	9500	-25.0%
9500	100000	-30.0%

B & C Class Quantum		
Total Area (m ²)		Adjustment
>	<=	
1	9	+25.0%
9	19	+20.0%
19	29	15.0%
29	34	+10.0%
34	39	+5.0%
40	250	0%
250	500	- 2.5%
500	1000	-5.0%
1000	2000	-7.5%
2000	3000	-10.0%
3000	4000	-12.5%
4000	5000	-15.0%
5000	6000	-17.5%
6000	8000	-20.0%
8000	10000	-22.5%
10000	15000	-25.0%

NB – No quantum is applicable to serviced offices

Quantum Table –Perth

Total Area (m ²)		Adjustment
Over	To	
1	9	+25.0%
10	19	+20.0%
20	29	15.0%
30	34	+10.0%
35	39	+5.0%
250	500	- 2.5%
501	1000	-5.0%
1001	2000	-7.5%
2001	3000	-10.0%
3001	4000	-12.5%
4001	5000	-15.0%
5001	6000	-17.5%
6001	8000	-20.0%
8001	10000	-22.5%
10000	15000	-25.0%

**2023 REVALUATION
REVALUATION OF OFFICES
FIRST FLOOR BASIC RATES TO NAV
ANGUS DIVISION**

LOCATION	Large Burgh	Small Burgh	Well located landward	Village/Landward
Class				
A1	£90	£80	£80	£65
A2	£75	£65	£75	£60
A3	£55	£47.50	£50	£50
B1	£85	£75	£85	£50
B2	£65	£50	£65	£40
B3	£60	£35	£60	£35
D1	£50	£45	£45	£35
D2	£48	£40	£40	£30

**2023 REVALUATION
REVALUATION OF OFFICES
FIRST FLOOR BASIC RATES TO NAV
DUNDEE DIVISION**

Location	Central	Secondary	Tech Park	B'Ferry	Outlying	James Lindsay
Class						
A1	£125	£80	£120	£105	£80	n/a
A2	£115	£60	£110	£95	£60	£125
A3	£85	£50	£95	£85	£50	n/a
Serviced	£160	£160	£160	£160	£160	n/a
B1	£120	£80	£110	£85	£80	n/a
B2	£90	£60	n/a	£65	£60	n/a
B3	£45	£40	n/a	£55	£40	n/a
C1	£85	£75	n/a	£85	£75	n/a
C2	£80	£60	n/a	£65	£60	n/a
C3	£60	£40	£0	£55	£40	n/a

Explanation of abbreviations

Office classifications A to D as before but note

S1 – “**Serviced offices**” eg River Court, WestVictoria Dock Road, Dundee

**2023 REVALUATION
REVALUATION OF OFFICES
FIRST FLOOR BASIC RATES TO NAV
PERTH & KINROSS DIVISION**

CLASS	Perth		Aberuthve n Enterprise Park	Main Burghs	Small Burghs & Large Villages	Small Villages	Landward
	Main 2M	Outlying 2O	5	6P	7P	8P	9P
A1	N/A	£125	£95	£85	£75	£70	£70
A2	£80	£95	£90	£80	£70	£65	£65
A3	£50	£80	N/A	£65	£55	£55	£50
Serviced Offices	N/A	£115	N/A	N/A	N/A	N/A	N/A
B1	£100	£85	N/A	£90	£75	£75	£55
B2	£95	£75	N/A	£80	£70	£60	£45
B3	£70	£70	N/A	£60	£60	£45	£35
C1	£70	£70	N/A	£65	£55	£50	£45
C2	£55	£55	N/A	£45	£40	£35	£30
C3	£35	£35	N/A	£35	£30	£25	£25
D1	£65	£55	N/A	£40	£35	£30	£30
D2	£50	£45	N/A	£35	£30	£25	£25
D3	£30	£30	N/A	£30	£25	£20	£20

