



# Victoria Government Gazette

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**SPECIAL**

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## **RETAIL TENANCIES REFORM ACT 1998** **Guidelines for the Measurement of Lettable Area**

I Louise Asher, Minister for Small Business under section 3(5) of the Retail Tenancies Reform Act 1998, issue the following Guidelines for the Measurement of Lettable Area.

DATED: 23.6.98

**LOUISE ASHER MP**  
Minister for Small Business

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## **Measurement Guidelines for Lettable Area**

*Retail Tenancies Reform Act 1998*

## Definitions

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**“Dominant Portion”** is that portion of the internal or external (as relevant) finished surface of a vertical wall, which comprises in excess of 50% of the wall’s surface area.

If there is no dominant portion or if the dominant portion is not vertical, the measurement should be to the finished surface of the wall where it intersects the finished floor.

When determining the dominant portion of a wall, the following guidelines should be used where appropriate:

- a vertical wall extends from the main underside of a suspended ceiling to the top of the main floor (see diagram on page 13);
- skirting boards are not classified as walls;
- a column is included in the relevant window area or wall area when determining the dominant area portion of a wall;
- mullions and window frames should form part of the window when assessing the dominant portion area (see diagram on page 13);
- where buildings have stepped walls, walls should be measured along each face of each step (see diagram on page 14);
- where a perimeter wall steps at an engaged column position, the centre of the column should be adopted as being the position of the step in the wall (see diagram on page 14);
- columns up to 1.6 metres long should be treated as columns unless specified as a wall in a building plan; and,
- in shop fronts where the window is the dominant portion of the wall, measurements should be taken to the internal face of the glass when part of a permanent outer building wall or to the external face of the glass when part of a wall fronting the mall line (see diagram on page 6).

*Building plans where reasonably available should be consulted to determine whether a particular structure is a wall, a column or a duct. If the building plans are not available, the surveyor should make a professional judgement and note in their report that the plans were not available.*

**“Finished Surface”** means a wall, ceiling or floor surface, including glass and other materials, as prepared for occupier use and enclosing the tenancy at the time of survey.

In a surveyor's report the following guidelines should be used where appropriate:

- the description of finished surface at the time of survey should be noted on the report; and
- should additional information or previous surveys indicate the finished surface enclosing the tenancy at the time of survey is a false wall (i.e. a wall where lining has been added to the internal face of an originally constructed external perimeter wall), the client should be advised.

**"Building Alignment"** is the line of the main external face of the building walls excluding architectural projections, nibs, columns and similar features.

**"Accessways"** are described as being passages to standard facilities situated in lift and service core areas.

**"Standard Facilities"** within a building include stairs, toilets, cleaners' cupboards, lifts, lift shafts and motor rooms, escalators, smoke lobbies, tea rooms and other service areas that can be used by the occupier/tenant of the floor or building and that are not purpose built.

Standard facilities need not be identical on each of the successive floors.

**"Purpose built"** facilities provided specifically for an individual tenant such as stairs, toilets, ducts, tea rooms and the like are to be included as part of the lettable area.

**"Service Facilities"** are areas that contain water, sewerage, electrical and telephone pipes and conduits, and all associated mechanical and other such services needed to keep the building operational.

**"Exclusive Use"** areas are those areas within a building that cannot be used by members of the public through normal working hours without the permission of the occupiers of the floor or the building. These areas are used by only one tenant.

**"Common Facilities"** are facilities shared by two or more occupiers or tenants of a building.

# Measurement Guidelines: Leased Premises

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## 1. Gross Lettable Area - Retail (GLAR)

### *Application*

Used for calculating retail tenancy areas in:

- shopping centres;
- commercial buildings; and,
- strip shops, free-standing shops, semi detached or terrace type shops in suburban streets.

In some states or territories, lease legislation might contain provisions that over-ride the Property Council's preferred approach to measurement.

### *Definition*

- 1.1 Gross Lettable Area - Retail is the aggregate of floor space contained within a tenancy at each floor level using the following rules:
  - 1.1.1 in the case of external building walls, fire passage walls, service passage walls, standard and service facility walls and the like, measuring from the internal finished surface of the dominant portion of those walls;
  - 1.1.2 in the case of inter-tenancy walls, measuring from the centre line of those walls;
  - 1.1.3 in the case of shop fronts on or inside the mall line, measuring from the mall line as shown on appropriate floor plans of the tenancy regardless of whether or not the shop front is set back, in whole or part, from the mall line; and
  - 1.1.4 in the case of shop fronts outside the mall line, measuring from the external finished surface of the dominant portion of those walls.

**What is a Mall Line?**

*A mall line is the line between the shop tenancy and the common area of the centre. Please see diagram on page 6.*

*Shop with access to suburban streets should have their measurements taken to the internal finished surface of their permanent outer building walls as they exist along the street.*

- 1.2 Included in the lettable area calculation are areas occupied by:
- 1.2.1 window mullions;
  - 1.2.2 window frames;
  - 1.2.3 structural columns;
  - 1.2.4 engaged perimeter columns or piers;
  - 1.2.5 fire hose reels attached to a wall;
  - 1.2.6 additional facilities specially constructed for individual tenants that are not covered in section 1.3 below.
- 1.3 Excluded from the lettable area of each tenancy are:
- 1.3.1 the following areas:
- stairs;
  - accessways;
  - fire stairs;
  - toilets;
  - recessed doorways;
  - cupboards;
  - telecommunications cupboards;
  - fire hose reel cupboards;
  - lift shafts;
  - escalators;
  - smoke lobbies;
  - plant/motor rooms; and
  - tea rooms and other service areas;
- where all are provided as standards facilities in the building;
- 1.3.2 areas set aside as public spaces, thoroughfares or accessways for use by service vehicles and for delivery of goods, where such areas are not for the exclusive use of occupiers of a tenancy; and,
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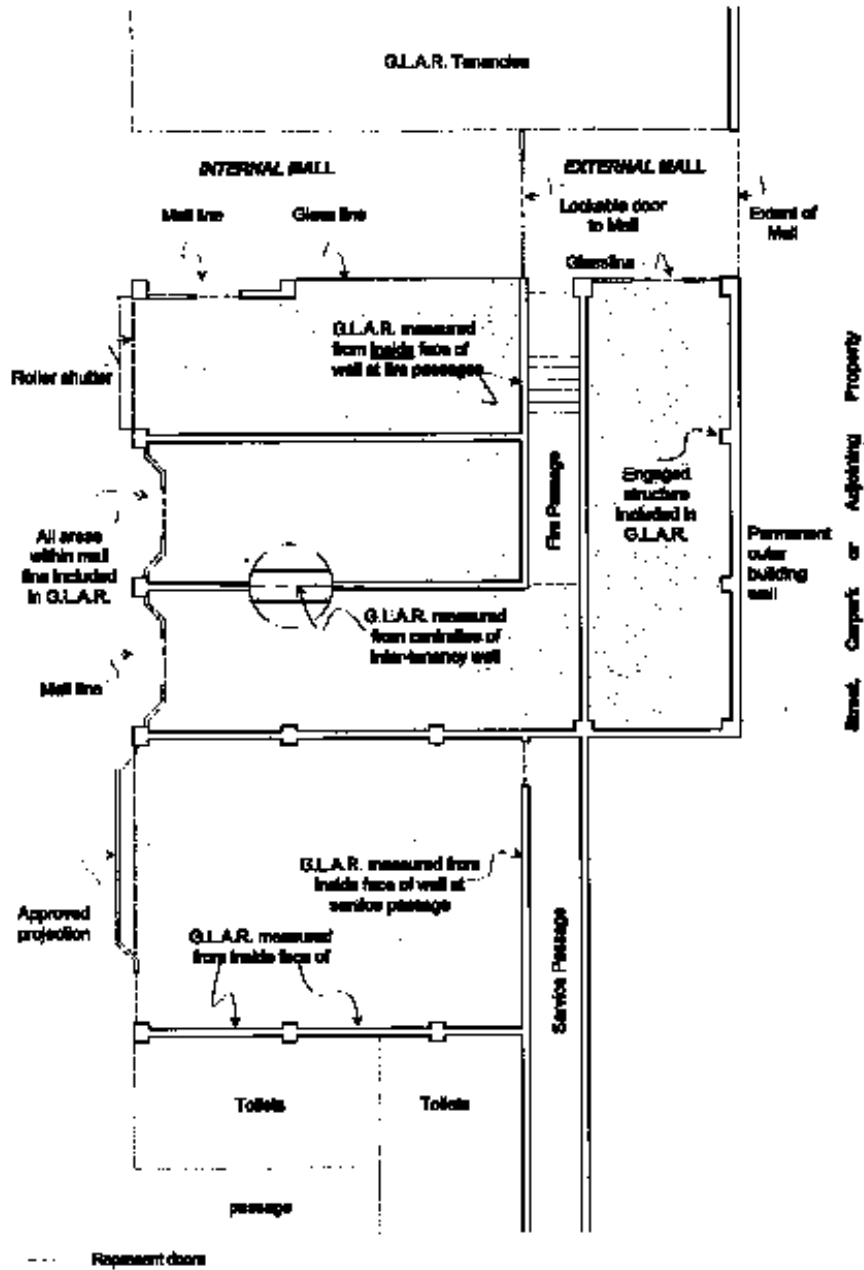
1.3.3 areas where there is less than 1.5 metre height clearance above floor level - these spaces should be measured and recorded separately (see diagram page 12).

1.4 Treatment of Balconies, Verandahs etc.

Balconies, terraces, planter boxes, verandahs, awnings and covered areas should be excluded from tenancy area calculations, but may be measured and separately identified for the purpose of negotiating rentals.

Areas should be measured to the inside face of the enclosing walls or structures. The outer edge of the awning or covered area is the defined edge.

# Diagram - Gross Lettable Area Retail (GLAR)





## 2. Gross Lettable Area (GLA)

### **Application**

Used for calculating tenancy areas in:

- warehouses;
- industrial buildings;
- free standing supermarkets; and,
- showrooms.

### **Definition**

2.1 Gross Lettable Area is the floor space contained within a tenancy at each floor level using the following rules:

- 2.1.1 in the case of external building walls, measuring from the dominant portion of the outside faces of walls of the building alignment; and,
- 2.1.2 in the case of inter-tenancy walls or partitions or common areas, measuring to the centre line of the walls.

*Note: Window or door recesses should be ignored.*

2.2 Included in the lettable area calculation are areas occupied by:

- 2.2.1 window mullions;
- 2.2.2 window frames;
- 2.2.3 structural columns;
- 2.2.4 engaged perimeter columns or piers;

*Note: The areas indicated in Points 2.2.1 to 2.2.4 should only be included if they are inside the line of the outside face of the main perimeter wall.*

- 2.2.5 additional facilities specially constructed for individual tenants that are not covered in section 2.3.

2.3 Excluded from the lettable area of each tenancy in a *multiple tenanted building* are:

2.3.1 the following areas:

- stairs;
- accessways;
- fire stairs;
- toilets;
- recessed doorways;
- cupboards;
- telecommunications cupboards;
- fire hose reel cupboards;
- lift shafts;
- escalators;
- smoke lobbies;
- plant/motor rooms; and
- tea rooms and other service areas;

where all are provided as standard facilities in the building;

2.3.2 lift lobbies where lifts face other lifts, blank walls or areas listed in Section 2.3.1 above;

2.3.3 areas set aside for the provision of services, such as electrical or telephone ducts and air conditioning risers to the floor, where such facilities are standard facilities in the building;

2.3.4 areas dedicated as public spaces or thoroughfares that are not for the exclusive use of occupiers of the floor or building, such as foyers, atria and accessways in lift and building service areas;

***How are common areas treated in sub-lease space?***

The additional common areas that arise where a floor or tenancy is divided for sub-leasing are not considered part of 'public spaces or thoroughfares'. The areas would be included in the area of the tenant or occupier who holds the head lease.

2.3.5 areas and accessways set aside for use by service vehicles and for delivery of goods, where such areas are not for the exclusive use of occupiers of a tenancy.

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## 2.4 Treatment of Balconies, Verandahs etc.

Balconies, terraces, planter boxes, verandahs, awnings and covered areas should be excluded from tenancy area calculations, but may be measured and separately identified for the purpose of negotiating rentals.

Areas should be measured to the inside face of the enclosing walls or structures. The outer edge of the awning or covered area is the defined edge.

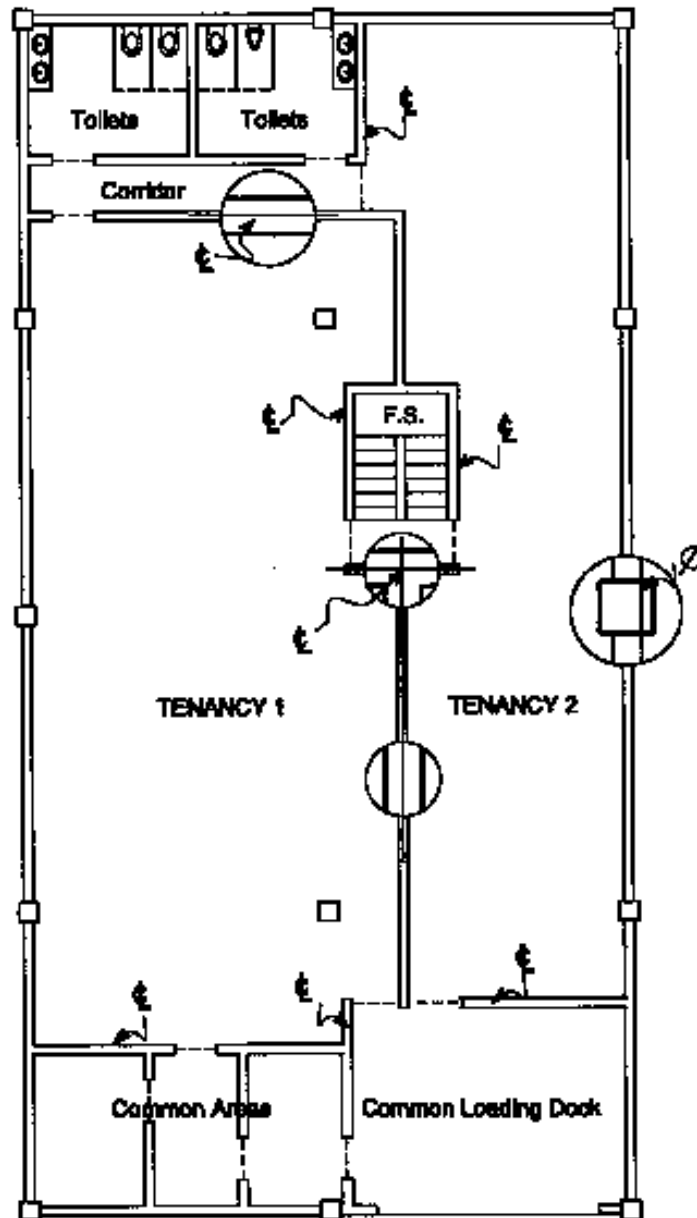
### **A Checklist for Measuring Areas in Single Tenant GLA Buildings**

*The Gross Lettable Area (GLA) should be determined by including everything within the external building walls.*

*Here's a checklist to clarify some commonly asked questions. While not all are relevant to every building, it's helpful to consider them each time a building is measured.*

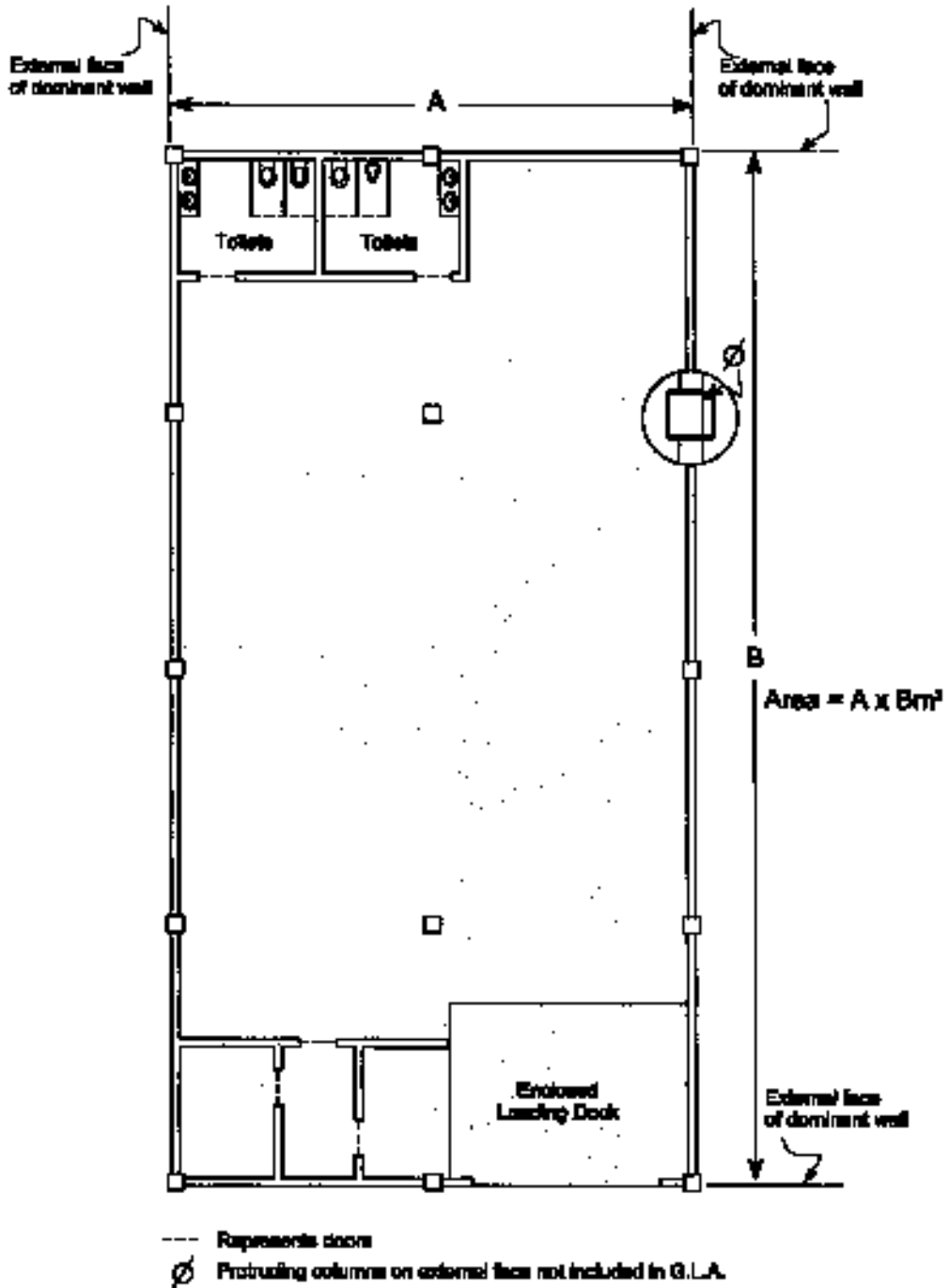
- *Stairs, accessways, fire stairs, toilets, recessed doorways, cupboards, telecommunication cupboards, fire hose reel cupboards, escalators, smoke lobbies, plant/motor rooms, tea rooms and other service areas are included in GLA.*
- *Lifts including the shaft, should be included in the area of every floor.*
- *The area of the stairs is to be included in the area of the floor above.*
- *Vertical ducts and other penetrations are to be included in the area of each floor.*
- *Loading docks that are fully enclosed and capable of being secured are to be included in GLA.*
- *Where a loading dock or similar structure has open sides, it should be excluded from tenancy area calculations but may be measured and recorded separately. The measurements should be taken to the outside face of the roof extremities.*
- *Where a mezzanine level has been erected by a tenant, that area should be shown separately and a statement added to the effect that the area is a structure that has been erected by the tenant.*
- *On the first and upper floors, all voids except stairway voids, are to be excluded from the area (see diagram on page 12).*

## Diagram - Gross Lettable Area (GLA) Multiple-tenancy Buildings



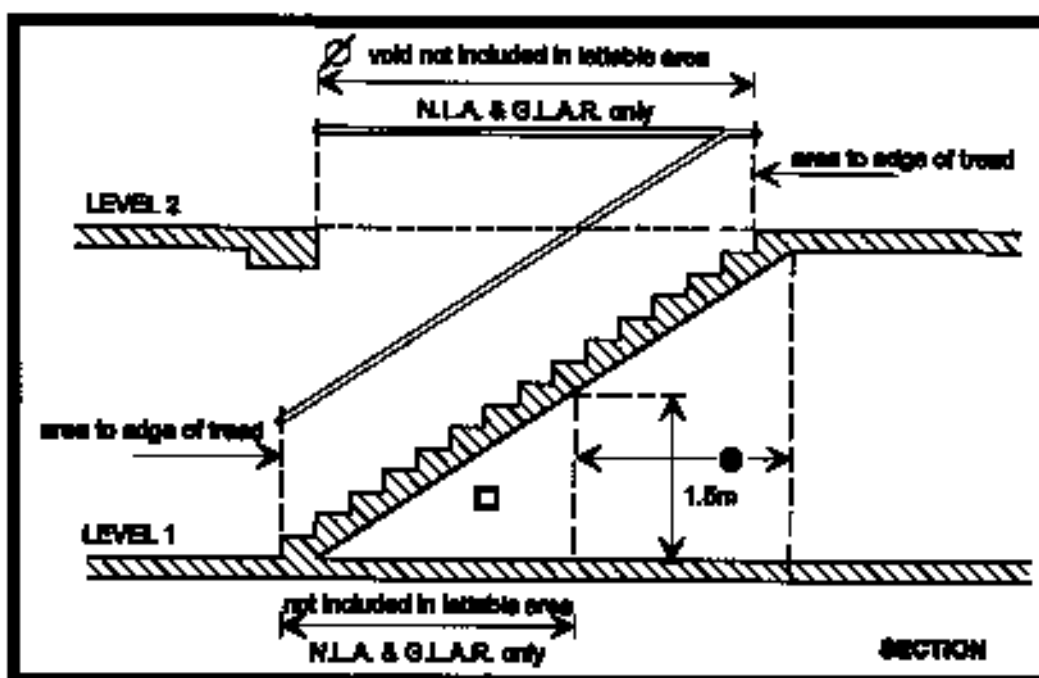
- Represents doors
- ⊥ Centreline of Wall
- ⊘ Protruding columns on external face not included in G.L.A.
- F.S. Fire stairs excluded from G.L.A.

## Diagram - Gross Lettable Area (GLA) Single-tenancy Buildings



## 4. Explanatory Diagrams

### *Treatment of Stairs in NLA, GLAR and GLA Buildings*



#### **Open Stairway**

Such stairway being part of the original architectural design and built during original building construction.

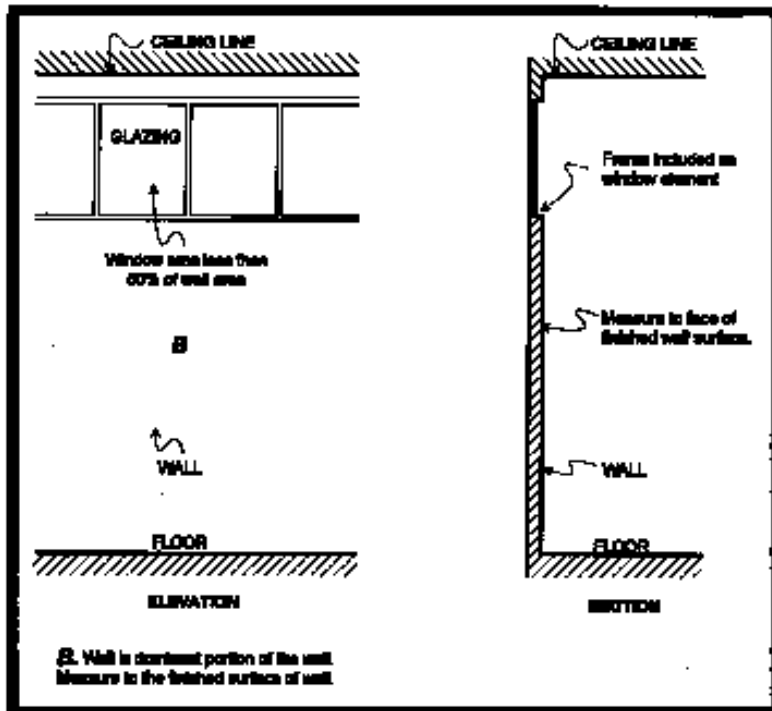
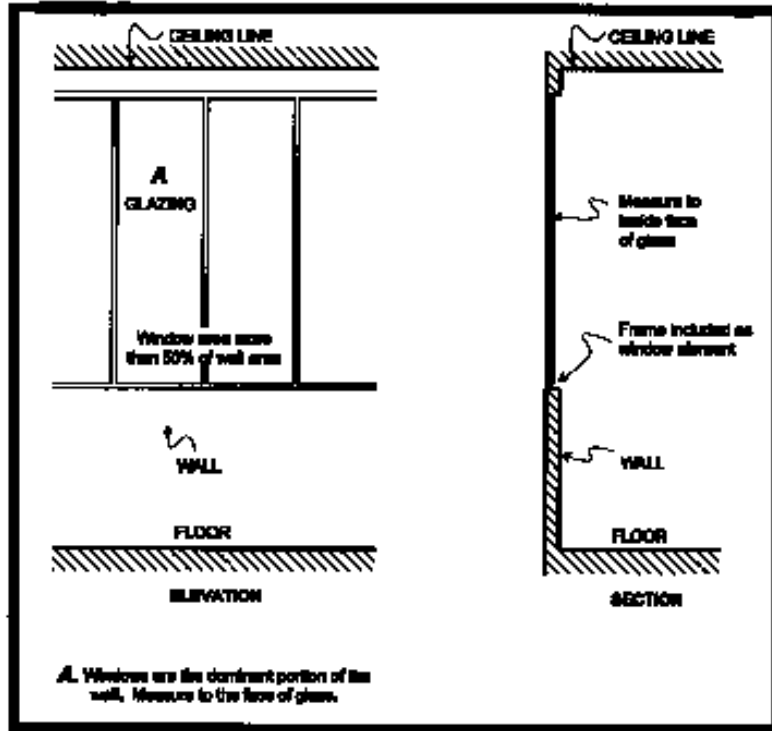
- N.L.A. and G.L.A.R. on level 1 includes area under stair where height above floor is at least 1.5 metres.
- ▲ Void or tread above stairway is not included in N.L.A. or G.L.A.R. on level 2 but is included in G.L.A. Area should be recorded separately for N.L.A. and G.L.A.R.
- Record this area separately for N.L.A. and G.L.A.R. Area is to be included in G.L.A.

#### **Open Stairway**

Added after building has been constructed for private use by tenant as inter-floor access.

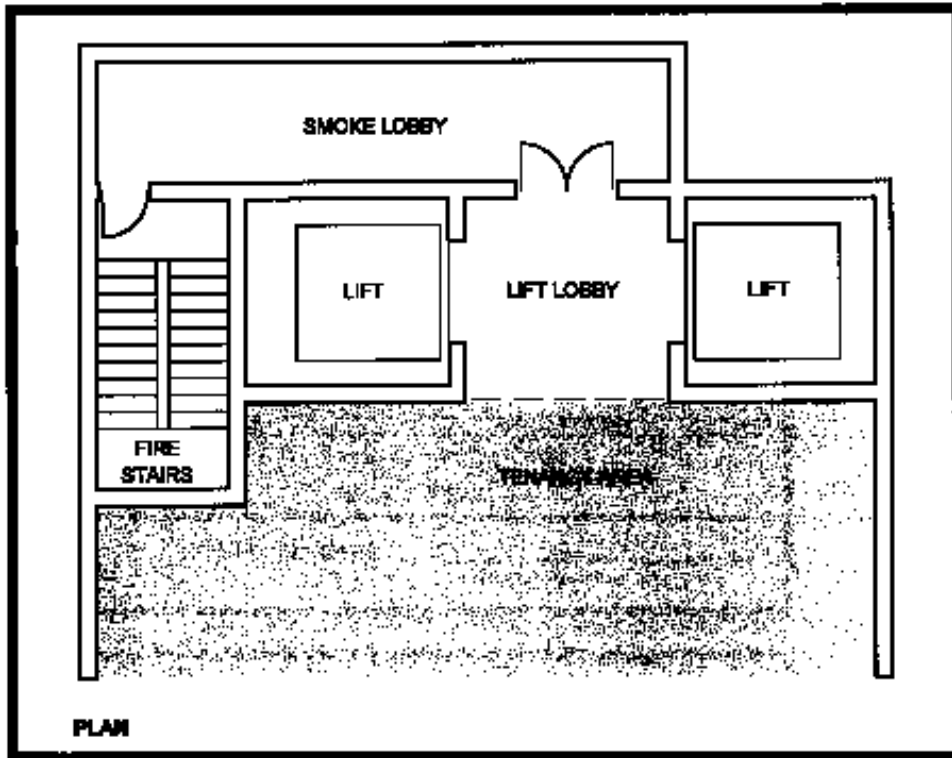
- Included in N.L.A., G.L.A.R. and G.L.A. for level 1.
- ▲ Included in N.L.A., G.L.A.R. and G.L.A. for level 2.
- Included in N.L.A., G.L.A.R. and G.L.A. for level 1.

**Dominant Portion of Wall**

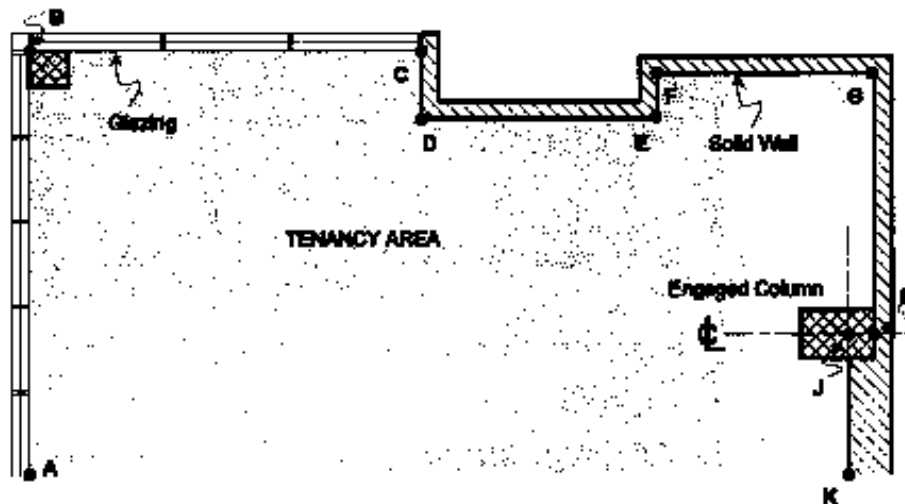


### Smoke Lobby

Please note, smoke lobbies are only applicable in buildings located in the State of Victoria.



### Treatment of Stopped Wall



Dominant portion of wall to be separately measured for A-B-C-D-E-F-G-H-J-K









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