



# 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**, revoke the Guidelines dated 23 June 1998 and gazetted in Victoria Government Gazette No S 67 of 1 July 1998, and issue the following Guidelines for the Measurement of Lettable Area.

Dated: 16.8.99

**LOUISE ASHER MP**

Minister for Small Business

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## **1. Introduction**

### **Introduction**

The following Guidelines for the measurement of lettable area are issued under section 3(5) of the Retail Tenancies Reform Act 1998, to assist in determining the floor area of retail premises for the purpose of that Act.

### **Lettable Area**

Lettable area as measured by these guidelines, is to be taken to be Floor Area for the purposes of section 3 (1) (a) of the Retail Tenancies Reform Act 1998.

The lettable area of any retail premises is the sum of the lettable area of the following internal parts of the retail premises calculated in accordance with the provisions of the chapters of these guidelines as applicable to particular types of retail premises. Lettable area only includes the part or parts of retail premises that have:

- (a) a durable or permanent surface;
- (b) a surface capable of being cleaned;
- (c) a surface which has a roof; and
- (d) a surface which may be locked and secured by means of permanent structures.

## **2. Gross Lettable Area Retail (GLAR)**

### ***Application***

Used for calculating lettable areas in:

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

### ***Definition***

- 2.1 Gross Lettable Area - Retail is the aggregate of floor space contained within a tenancy at each floor level using the following rules:
- 2.1.1 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;
  - 2.1.2 in the case of inter-tenancy walls, measuring from the centre line of those walls;
  - 2.1.3 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
  - 2.1.4 in the case of shop fronts outside the mall line, measuring from the external finished surface of the dominant portion of those walls.
- 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;
  - 2.2.5 fire hose reels attached to a wall;
  - 2.2.6 additional facilities specially constructed for individual tenants that are not covered in section 2.3 below.

2.3 Excluded from the lettable area of each tenancy are:

2.3.1 the following areas:

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

where all are provided as standard facilities in the building;

2.3.2 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,

2.3.3 areas where there is less than 1.5 metre height clearance above floor level - these spaces should be measured and recorded separately (see diagram 4.).

2.4 Treatment of Balconies, Verandahs etc.

Balconies, terraces, planter boxes, verandahs, awnings and covered areas should be excluded from lettable area calculations.

### 3. Gross Lettable Area (GLA)

#### *Application*

Used for calculating lettable area in:

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

#### *Definition*

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

- 3.1.1 in the case of external building walls, measuring from the dominant portion of the outside faces of walls of the building alignment; and,
- 3.1.2 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.

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

- 3.2.1 window mullions;
- 3.2.2 window frames;
- 3.2.3 structural columns;
- 3.2.4 engaged perimeter columns or piers;

Note: The areas indicated in Points 3.2.1 to 3.2.4 should only be included if they are inside the line of the outside face of the main perimeter wall.

- 3.2.5 additional facilities specially constructed for individual tenants that are not covered in section 3.3.

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

- 3.3.1 the following areas:
  - stairs;
  - fire hose reel cupboards;
  - accessways;
  - lift shafts;
  - fire stairs;
  - escalators;
  - toilets;
  - smoke lobbies,

- telecommunications cupboards;
- recessed doorways;
- cupboards;
- plant/motor rooms; and
- tea rooms and other service areas;

where all are provided as standard facilities in the building;

- 3.3.2 lift lobbies where lifts face other lifts, blank walls or areas listed in Section 3.3.1 above;
- 3.3.3 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;
- 3.3.4 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;
- 3.3.5 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.

3.4 Treatment of Balconies, Verandahs etc.

Balconies, terraces, planter boxes, verandahs, awnings and covered areas should be excluded from lettable area calculations.

#### **4. Lettable Area - Hotels and Motels**

##### ***Application***

Lettable areas in:

- Motels
- Hotels
- Residential hotels; and,
- Taverns

is to be measured on the following basis.

##### ***Definition***

- 4.1 Lettable area is the aggregate of floor space within a tenancy at each floor level using the following rules:
  - 4.1.1 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;
  - 4.1.2 in the case of inter tenancy walls, measuring from the centre line of those walls;
- 4.2 Included in the lettable area calculation are areas occupied by:
  - 4.2.1 window mullions;
  - 4.2.2 window frames;
  - 4.2.3 structural columns;
  - 4.2.4 engaged perimeter columns or piers;
  - 4.2.5 fire hose reels attached to a wall;
  - 4.2.6 additional facilities specially constructed for individual tenants that are not covered in section 4.3 below.
- 4.3 Excluded from the lettable area are:
  - 4.3.1 The following area:
    - stairs
    - accessways
    - toilets (except where provided as an ensuite)
    - recessed doorways
    - cupboards
    - telecommunications cupboards



- fire hose reel cupboards
- lift shafts
- escalators
- smoke lobbies
- plant/motor rooms
- tea rooms and other service areas
- habitable area and facilities for the exclusive use of the caretaker or tenant of the property
- areas set aside as public spaces including swimming pools, gardens, recreational facilities, parking areas, thoroughfares or accessways.
- areas where there is less than 1.5 metre height clearance above floor level
- balconies, terraces, planter boxes, verandahs, commercial kitchens, awnings and covered areas should be excluded from the tenancy area calculation
- dining rooms in Motels (where not part of an accommodation suite),
- dining rooms in Hotels that do not include a public bar which provides bar service to non diners

## Appendix 1

### Guide to terms

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

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

"**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 6.);
- 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 6);
- where buildings have stepped walls, walls should be measured along each face of each step (see diagram 5.);
- 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 5.);
- 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 2).

"**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.

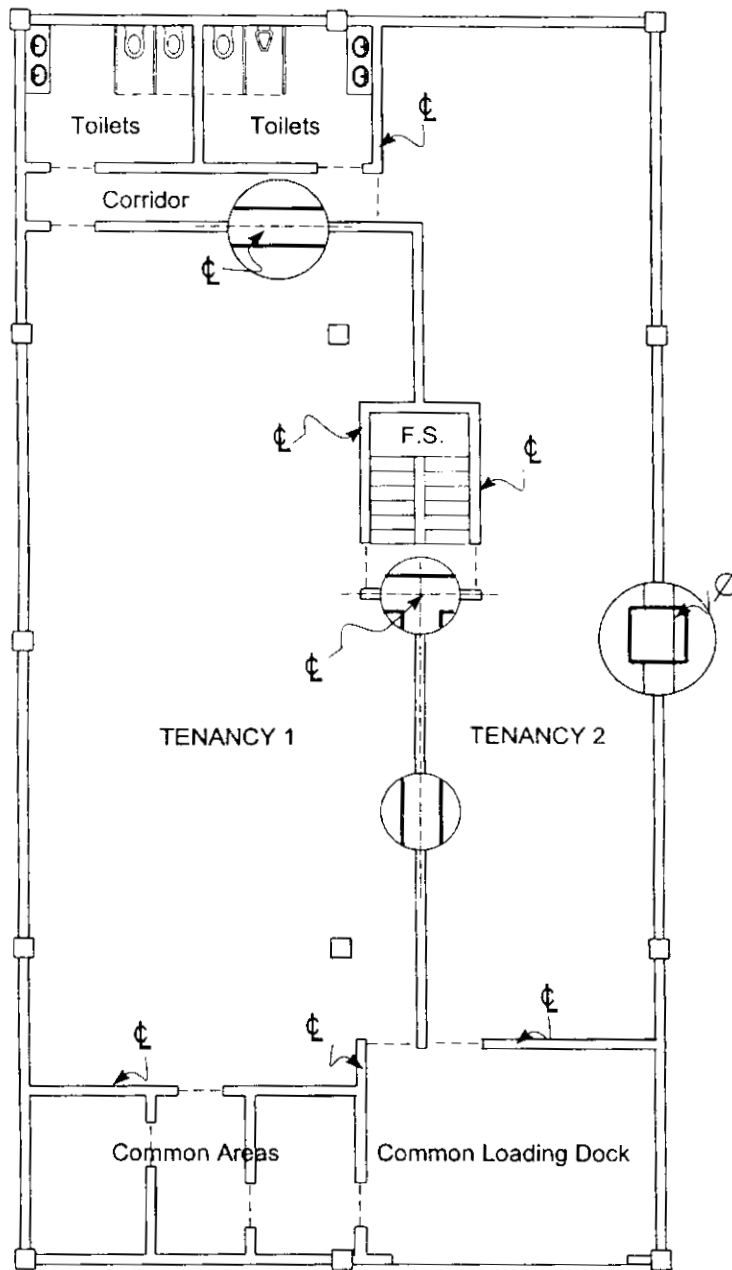
"**Mall Line**" is the line between the shop tenancy and the common area of the centre. (see diagram 2.)

**Appendix 2**

**Diagrams**

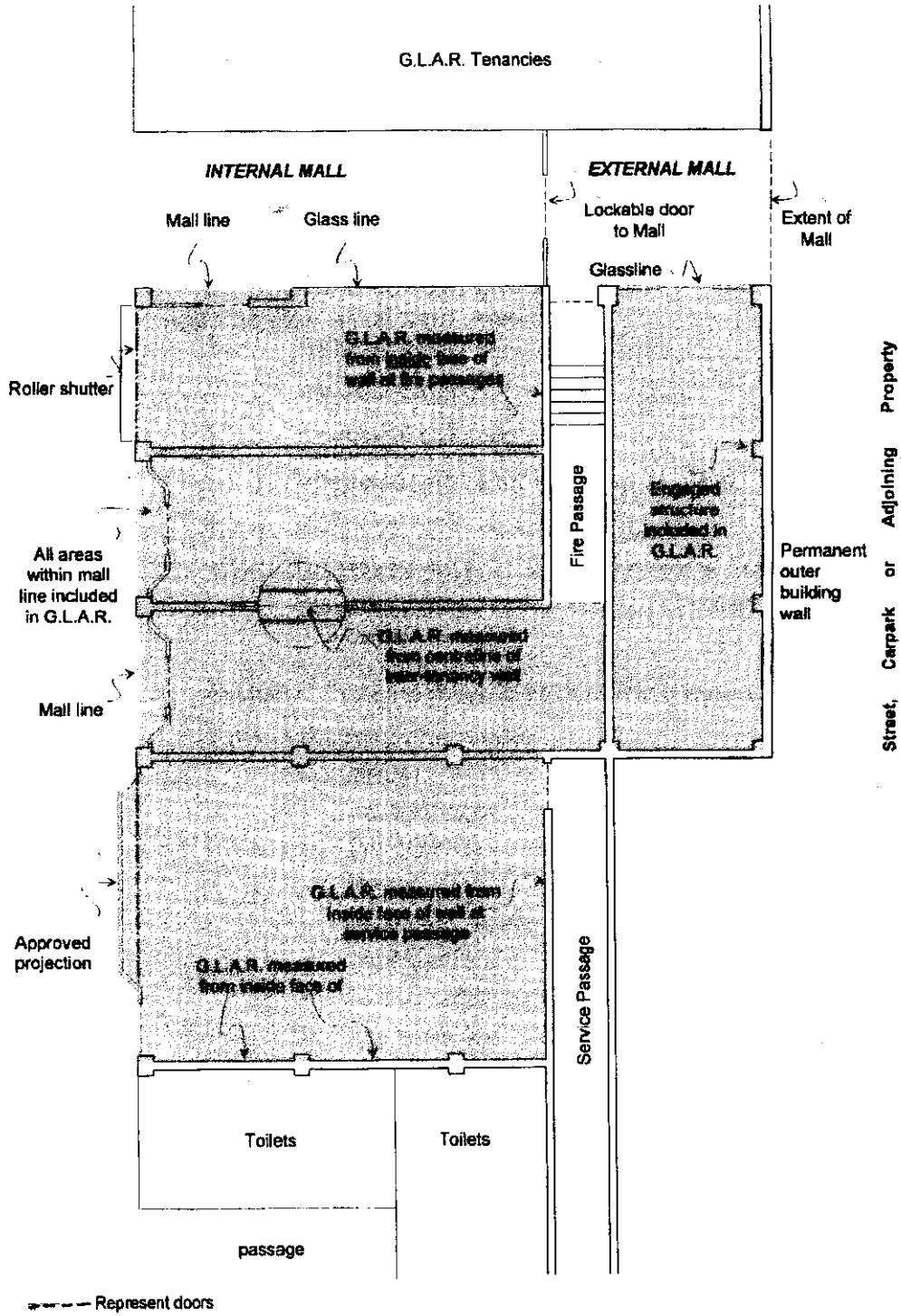
1. Gross Lettable Area (GLA) Multiple-Tenancy Buildings
2. Gross Lettable Area Retail (GLAR)
3. Gross Lettable Area (GLA) Single-Tenancy Buildings
4. Treatment of Stairs in GLAR and GLA buildings
5. Treatment of Stepped Wall
6. Dominant Portion of Wall

**1. Gross Lettable Area (GLA) Multiple-Tenancy Buildings**

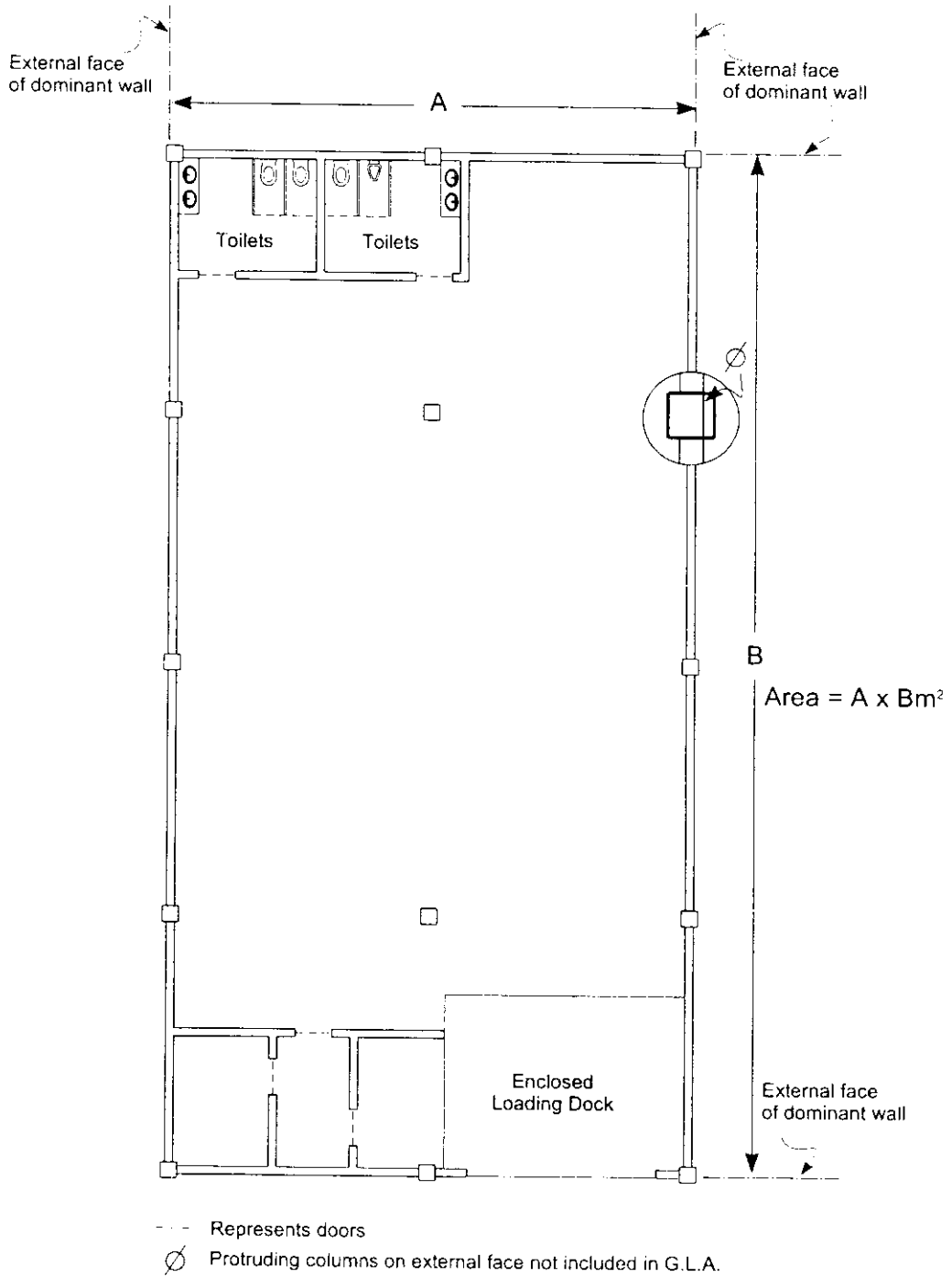


- Represents doors
- ⊥ Centreline of Wall
- ⊘ Protruding columns on external face not included in G.L.A.
- F.S. Fire stairs excluded from G.L.A.

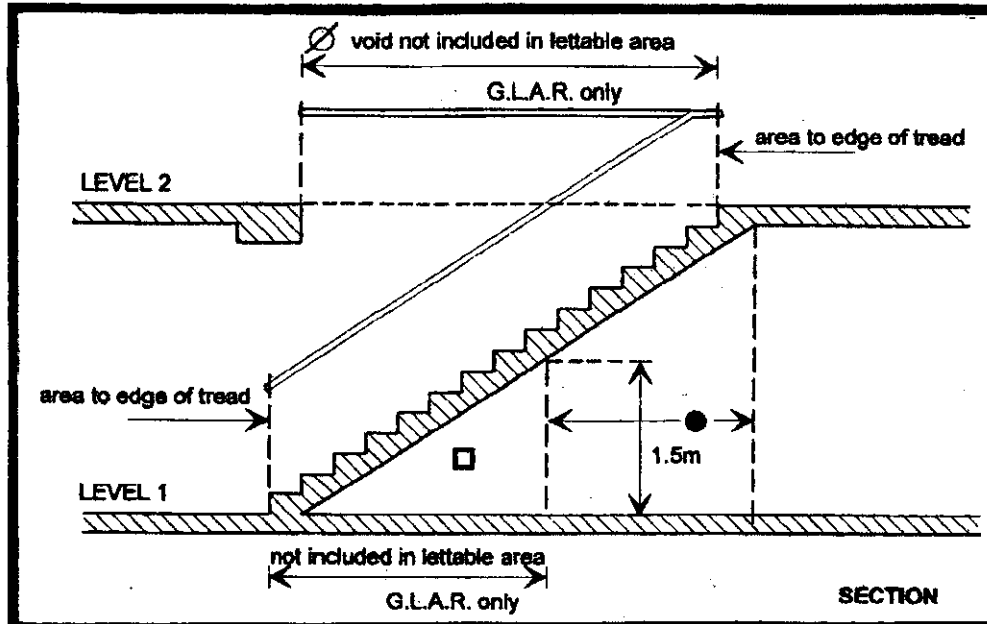
2. Gross Lettable Area Retail (GLAR)



### 3. Gross Lettable Area (GLA) Single-Tenancy Buildings



## 4. Treatment of Stairs in GLAR and GLA buildings

**Open Stairway**

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

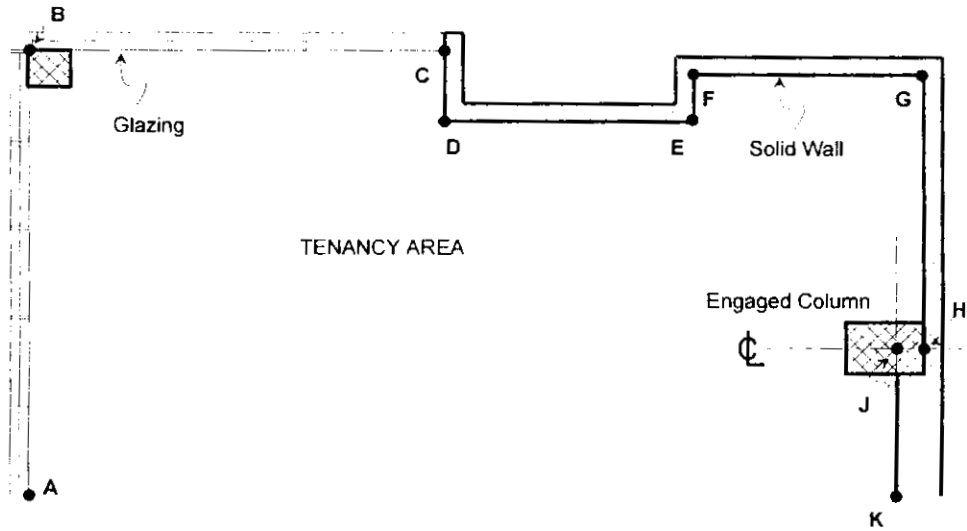
- G.L.A.R. on level 1 includes area under stair where height above floor is at least 1.5 metres.
- ∅ Void or tread above stairway is not included in G.L.A.R. on level 2 but is included in G.L.A.
- Record this area separately for G.L.A.R. Area is to be included in G.L.A.

**Open Stairway**

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

- Included in G.L.A.R. and G.L.A. for level 1.
- ∅ Included in G.L.A.R. and G.L.A. for level 2.
- Included in G.L.A.R. and G.L.A. for level 1

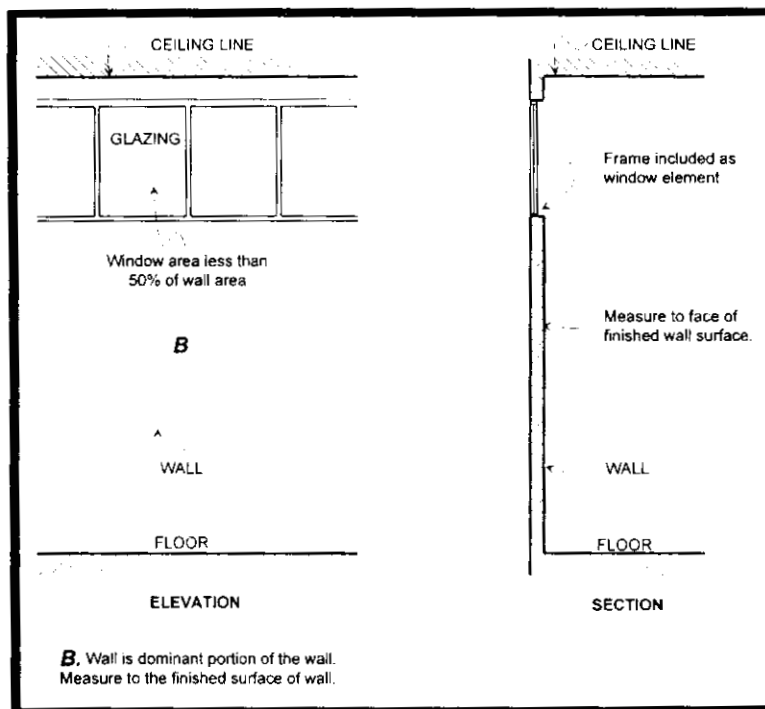
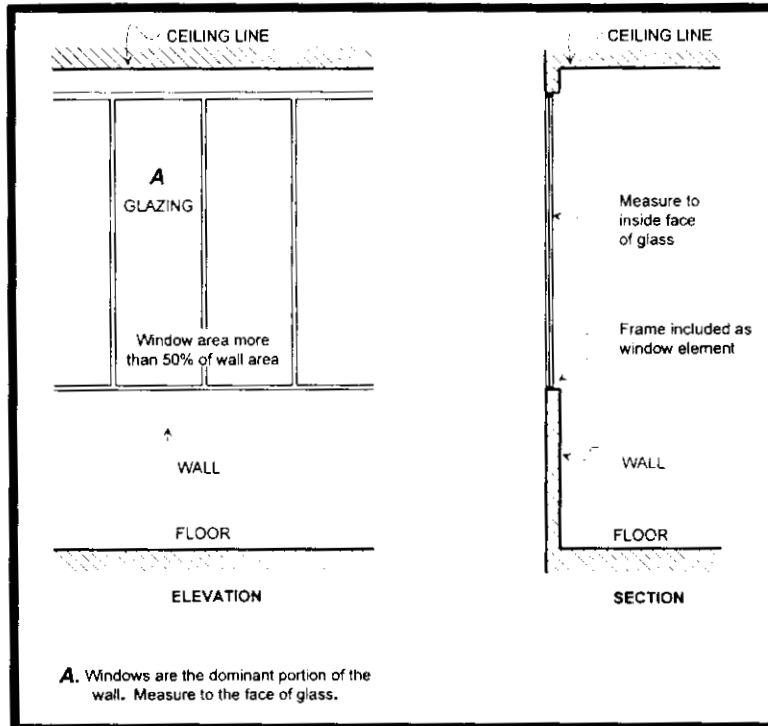
5. Treatment of Stepped Wall



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



### 6. Dominant Portion of Wall







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