

*Property Management - Commercial*

# Service Charge Budget

*Period 25<sup>th</sup> December 2024 to 24<sup>th</sup> December 2025*

*Welsh Government*

*SA1 Swansea Waterfront, Swansea*

# Introduction

Cooke & Arkwright are committed to providing a high quality management service that has regard to the principles of good estate management in line with the RICS Professional statement, "Service Charges in Commercial Property" 1st edition, September 2018.

To assist you in understanding the services provided within the service charge, this booklet contains a schedule of notes to further explain the cost categories referred to.

## **Apportionment**

Service Charge costs are apportioned based for each Leaseholder /Freeholder in accordance with the respective Lease/Deed.

## **Empty Units & Service Charge Concessions**

The Freeholder pays the service charge for any void or empty plots at the site. Similarly, if there are any form of concessions where the service charge is capped or lower than the apportionment due then the Freeholder pays any shortfall

## **VAT Status**

The Landlord has elected to waive the VAT exemption status of the property. All figures are therefore shown exclusive of VAT and all VAT is charged at the appropriate rate on all service charge payments invoiced by the Landlord and shown as separate items on a VAT invoice.

## **Accounting Policy**

The accounts for this property are prepared on an accruals basis.

Cost Descripton Breakdown Notes

Cost Class			
		Cost Category	
		Cost Description	Notes
<b>Management</b>			
	<b>Management Fees</b>		
		Management fees	Freeholder's appointed agent fees for administering the services that are permitted to be recovered under the terms of the lease alongside fees for preparation of year-end service charge statement and reconciliation.
	<b>Site-management Resources</b>		
		Site Costs & 24 Hour Helpdesk	Apportionment of FM overheads relating to Direct employment or contract costs for provision of staff for management of on-site facilities. Including 24 Hour Helpdesk telephone line
	<b>Heath &amp; Safety</b>		
		Landlord's risk assessments, audits and reviews	Consultancy fees and other costs associated with provision and review of Freeholder's health and safety (H&S) risk assessments and audits relating to communal areas.
<b>Utilities</b>			
	<b>Electricity</b>		
		Electricity	Electricity supply to common part and retained areas street lighting and central plant
<b>Soft Services</b>			
	<b>Cleaning &amp; Environmental</b>		
		External Cleaning & Maintenance	Cleaning of common-part and retained areas including 40 hour per week labour cost
		Pest control	Pest-control services provided to common-part and retained areas.
		External landscaping	Provision and maintenance of external landscaped areas and special features within the common parts
		Snow clearance/road gritting	Costs for gritting roadways and padestrian pathways around the site
<b>Hard Services</b>			
	<b>Fabric Repairs &amp; Maintenance</b>		
		M&E maintenance and repair	Planned maintenance and repair of the owner's M&E services relating to the pumping station and communal lighting
		External Repairs & Maintenance	General repairs and maintenance of the surfaced common parts and retained areas.
		Signage	Informational or Directional Signage around the common roadways/pathways around the estate
		Drainage Maintenance & Repairs	Repairs and maintenance to communal drainage system around the estate

The Welsh Government  
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**SERVICE CHARGE BUDGET**

*Period from 25th December 2024 to 24 December 2025*

Code	Cost Centre	<u>Anticipated Annual</u> <u>Cost</u>		Comments
<u>MANAGEMENT</u>				
1	<b>Management Fees</b>			
	Management Fees	£	10,500	
3	<b>Site Management Resources</b>			
	Staff Costs & 24 Hour Helpdesk	£	19,700	
<u>UTILITIES</u>				
5	<b>Electricity</b>			
	Electricity	£	44,000	
<u>SOFT SERVICES</u>				
10	<b>Cleaning &amp; Environmental</b>			
	External Cleaning & Maintenance	£	185,000	
	Pest Control	£	400	
	External Landscaping	£	84,000	
	Snow Clearance/Gritting	£	21,000	
<u>HARD SERVICES</u>				
12	<b>Mechanical &amp; Electrical Services</b>			
	M&E Maintence & Repairs	£	42,000	
15	<b>Fabric Repairs and Maintenance</b>			
	External Repairs & Maintenance	£	150,000	
	Drainage Maintenance & Repairs	£	10,000	
	Signage	£	2,000	
<b>Total Budget for Year</b>		<b>£</b>	<b>568,600</b>	

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Apportionment Matrix

Plot Reference	% Apportionment
A1	1.1283%
A2	0.7609%
A3 (Tech 2)	1.6315%
A4 (Tech 1)	1.0060%
A6	1.4111%
A7	1.4707%
A8a	1.1361%
A8b	1.5442%
A9	1.7382%
A10	1.2540%
A11A	0.8519%
A11b	0.3368%
A11C	0.9892%
A12	1.4357%
A13	1.2701%
A14a	0.7758%
A14b	1.9859%
A15/16	3.1246%
A15/16 (Supplemental Lease)	0.0060%
A17	1.9974%
B1	0.2865%
B2a	1.0836%
B2b	0.1936%
B3	1.3801%
B4	1.7703%
B5	1.7785%
B7	1.5043%
Peninsula	17.2222%
B5/C4	0.7180%
C4	1.3208%

Plot Reference	% Apportionment
D1a	0.9101%
D1b	1.4957%
D2	5.2466%
D3	0.5916%
D4	0.8598%
D5a	0.9938%
D5b	1.1391%
D7	1.3876%
D7a	0.9885%
D8	1.6188%
D9	2.2119%
D9a	0.9512%
D10	3.3663%
E1	0.7367%
E2/E3a	2.9113%
E3b	1.9836%
E6	2.1075%
E7/E8	6.2746%
E9/Part F	7.8427%
Tidal Basin Car Park	1.7606%
F(retained)	1.5095%