

Basement Impact Assessment AUDIT: Instruction

Section A (Site Summary) – to be completed by Case Officer

Camden Case Reference:	2023/0256/P	Site Address:	7 The Grove London N6 6JU
Case officer contact details:	Kate Henry Kate.Henry@camden.gov.uk 0207 974 3794	Date of audit request:	28/02/2023
Statutory consultation end date:	TBC		
Reason for Audit:	Excavation within rear garden of listed building		
Proposal description: Hard and soft landscaping works to front and rear gardens; new metal railings to front; alterations to existing rear terrace, including enlargement and new steps; creation of new evening terrace within garden; new swimming pool, terrace and pool house; other outbuildings			
Relevant planning background n/a			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		Yes	
Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS)		Slope stability	Y
		Surface Water flow and flooding	Y
		Subterranean (groundwater) flow	Y
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹		No	
Does the scope of the submitted BIA extend beyond the screening stage?		Yes	
Which ward is the application situated?		Highgate	
Is there an adopted neighbourhood plan? If so, which is it?		Highgate Neighbourhood Plan	

¹ Recommendations for approval of certain types of application require determination by Planning Committee (PC). From time to time applications which would normally be determined by officers under delegated authority are referred by the Director of Regeneration and PC for decision. Where the Auditor makes representations at PC on behalf of an application the fees for attendance will be passed to the applicant.

Section B: BIA components for Audit (to be completed by Applicant)

Items provided for Basement Impact Assessment (BIA)¹			
Item provided		Yes/ No/N A²	Name of BIA document/appendix in which information is contained.
1	Description of proposed development.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023 Lisa Shell Architects Design and Access Statement dated January 2023.
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023 Lisa Shell Architects drawings GRO7L/SPP/001 GRO7L/SPP/101 GRO7L/SPP/102
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023 Lisa Shell Architects drawings GRO7L/SPP/001 GRO7L/SPP/101 GRO7L/SPP/102
4	Plans, maps and or photographs to show topography of surrounding area with any nearby watercourses/waterbodies including consideration of the relevant maps in the Strategic FRA by URS (2014)	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
5	Plans and sections to show foundation details of adjacent structures.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Lisa Shell Architects drawings GRO7L/SPP/001 GRO7L/SPP/101 GRO7L/SPP/102 EHRW Construction Method Statement dated February 2023
7	Programme for enabling works, construction and restoration.	Yes	Refer to attachment 7 The Grove Garden Program - overview 2023 03 10
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
10	Identification of significant adverse impacts.	N/A	There are none. See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
11	Evidence of consultation with neighbours.	Yes	Refer to attached GRO7LDOC002 CONSULTATION EVIDENCE

12	Ground Investigation Report and Conceptual Site Model including <ul style="list-style-type: none"> - Desktop study - exploratory hole records - results from monitoring the local groundwater regime - confirmation of baseline conditions - factual site investigation report 	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
13	Ground Movement Assessment (GMA).	N/A	Not required as works are remote from existing structures. See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
14	Plans, drawings, reports to show extent of affected area.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023. Lisa Shell Architects drawings GRO7L/SPP/001 GRO7L/SPP/101 GRO7L/SPP/102
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	N/A	Not required as no impact on nearby structures. See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
16	Construction Sequence Methodology (CSM) referring to site investigation and containing basement, floor and roof plans, sections (all views), sequence of construction and temporary works.	Yes	EHRW Construction Method Statement dated February 2023
17	Proposals for monitoring during construction.	N/A	Not required as no impact on adjacent structures. See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	Nearby wall unaffected. See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
19	Confirmatory and reasoned statement with supporting evidence that the structural stability of the building and neighbouring properties will be maintained (by reference to BIA, Ground Movement Assessment and Construction Sequence Methodology), including consideration of cumulative effects.	Yes	See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
20	Confirmatory and reasoned statement with supporting evidence that there will be no adverse effects on drainage or run-off and no damage to the water environment (by reference to ground investigation, BIA and CSM), including consideration of cumulative effects.	Yes	See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
21	Identification of areas that require further investigation.	Yes	Continued monitoring of ground water. See GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023

22	Non-technical summary for each stage of BIA.	Yes	GEA Ground Investigation & Basement Impact Assessment Report J22393 dated February 2023
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment

Notes:

¹ NB policy A5 also requires consideration of architectural character, impacts on archaeology, amenity and other matters which are not covered by this checklist.

² Where response is 'no' or 'NA', an explanation is required in the Comment section.

Section C : Audit proposal (to be completed by the Auditor)

Date	Fee Categorisation (A/B/C) and costs (£ ex VAT)	Date estimate for initial report	Commentary (including timescales for completion of Initial Report)
01/03/2023	Category A - £997.50	Approximately 4 weeks from instruction	Additional fees may be required for <ul style="list-style-type: none"> • site attendance • reviewing revised/resubmitted documentation • reviewing third party consultation comments • attending planning committee

Note: Where changes to the fee categorisation are required during the audit process, this will require details to be updated in section E, with justification provided by the auditor. These changes shall be agreed with the planning officer and the applicant, in writing before the work is undertaken.


Section D: Audit Agreement (TO BE COMPLETED BY THE APPLICANT) For data protection reasons this page should NOT be published on the Public website.

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Important – please read bullet points below prior to completing:

- **The Contact named in (i) below shall accept responsibility for the costs set out in Section C and must return this form directly to the planning case officer**
- **We cannot accept instruction forms filled out or returned by a third party (i.e. if the applicant is paying, the form must be completed and returned by the applicant, NOT by an agent on his/her/their behalf).**
- **This pro forma must be completed fully and accurately. We will not be able to proceed with the audit until we are satisfied that Camden Council will be able to fully reclaim the costs incurred**

Who will be paying the invoice:

i. FULL NAME of contact to be Invoiced by LB Camden for audit costs*		
ii. Address of contact		
iii. Company (if relevant)		
iv. Contact telephone number		
v. Contact email address		
vi. Date		
<p>The section below is to be filled out in the event of any additional costs being incurred. the Contact in (i) acknowledges that they may be liable for additional fees, charged at the hourly rate, in the following circumstances:</p> <ul style="list-style-type: none"> • To assess detailed revisions to the originally submitted audit material • To assess detailed technical consultation responses from Third Party consultants • To attend Development Control Committee 		
vii. Additional cost amount	Reason	
Name	Date	
viii.		

[If Company name not provided then **FULL NAME** of Contact (First-name & Surname) must be provided – initials will not suffice]

Please be advised an administration fee of £51.67 + VAT will be added to this and any further invoices pertaining to this application to cover the costs of the council processing the application.

The case officer will confirm any additional costs to the applicant prior to instructing the Auditors to proceed. We will require written consent from the person named in (i) above that they will meet the costs prior to agreeing additional work

Every effort will be made to minimise the occurrence of additional unforeseen expenses arising from the audit process.

