

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2023/2261/P	Site Address:	15 Howitt Road London NW3 4LT
Case officer contact details:	Edward.Hodgson@camden.gov.uk 020 7974 8186	Date of audit request:	020/06/2023
Statutory consultation end date:		23/05/2023	
Reason for Audit:	Planning application / Basement Extension		
Proposal description:			
Change of Use from HMO (Sui Generis) to 2no. self contained flats (C3), erection of rear dormer and single storey ground floor rear extension, enlargement of basement, creation of front and rear lightwells and associated works			
Relevant planning background			
N/a			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		No	
Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS)		Slope stability	No
		Surface Water flow and flooding	No
		Subterranean (groundwater) flow	No
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	

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.	Y	Section 3.8 BIA
2	Plan showing boundary of development including any land required temporarily during construction.	Y	Figure 3.1 BIA And Appendix A
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Y	Desk Study Appendix A – Figure 2
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)	Y	BIA Figure 3-4 and Section 3.5
5	Plans and sections to show foundation details of adjacent structures.	Y	Factual Report, TP1 and TP2 excavated adjacent to existing building.
6	Plans and sections to show layout and dimensions of proposed basement.	Y	BIA. Section 3.7.
7	Programme for enabling works, construction and restoration.	N	TO FOLLOW
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Y	BIA. Section 7.1
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Y	BIA. Section 7.1
10	Identification of significant adverse impacts.	Y	BIA. Section 7.2
11	Evidence of consultation with neighbours.	N	TO FOLLOW
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 	Y	Desk Study and Ground Investigation Factual Report
13	Ground Movement Assessment (GMA).	Y	BIA Section 6-6 and Appendix C
14	Plans, drawings, reports to show extent of affected area.	Y	BIA Section 6-6 and Appendix C
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Y	BIA Section 7.3
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.	Y	STRUCTURAL METHODOLOGY STATEMENT Section 5 and Appendix A

17	Proposals for monitoring during construction.	Y	BIA, Section 7.3
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Y	BIA, Section 6.6 and Appendix C
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.	Y	BIA, Section 7.4 (summary of chapter)
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.	Y	BIA, Section 7.4 (summary of chapter)
21	Identification of areas that require further investigation.	Y	BIA. Section 7.2
22	Non-technical summary for each stage of BIA.	Y	BIA. Sections 3.10, 4.2, 5.5, 6.7 and 7.4
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)
20/06/2023	Category B - £3,045	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.