

## Basement Impact Assessment AUDIT: Instruction

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

<b>Camden Case Reference:</b>	2023/2876/P + 2023/2939/L	<b>Site Address:</b>	4 The Grove, London, N6 6JU
<b>Case officer contact details:</b>	Kate Henry <a href="mailto:Kate.Henry@camden.gov.uk">Kate.Henry@camden.gov.uk</a> 0207 974 3794	<b>Date of audit request:</b>	18/07/2023
<b>Statutory consultation end date:</b>	TBC		
<b>Reason for Audit:</b>	Basement to listed building		
<b>Proposal description:</b>			
<p><b>Planning:</b> Excavation of basement under front garden; landscaping works in front garden; associated works</p> <p><b>Listed building consent:</b> Excavation of basement under front garden; associated new staircase and door openings; landscaping works in front garden; associated works</p>			
<b>Relevant planning background</b>			
<p><b>2023/2807/P &amp; 2023/2655/L</b> - Replacement of greenhouse in rear garden with a summerhouse, new swimming pool and terracing; restoration of 3x vaults within garden wall; associated works. <b>Pending determination.</b></p> <p><b>2022/4646/P</b> - Alterations to openings at rear, in association with creation of lowered terrace. <b>Granted 14/03/2023.</b></p> <p><b>2022/5375/L</b> - Alterations to openings at rear, in association with creation of lowered terrace; internal alterations at lower ground, first and second floors. <b>Granted 14/03/2023.</b></p> <p><b>2017/5683/P</b> - Replacement of greenhouse in the rear garden. <b>Granted 27/11/2017.</b></p> <p><b>2017/5900/L</b> - Replacement of greenhouse in the rear garden. <b>Granted 27/11/2017.</b></p> <p><b>2016/2468/P</b> - External alterations including replacement of two casement windows at lower ground level to rear with French doors and access stairs from lower ground to garden level, replacement of rear casement window with sash window and repair works to grade II* listed house. <b>Granted 01/07/2016.</b></p> <p><b>2016/1393/L</b> - Various internal alterations throughout including two new chimney pieces in the basement and reinstatement of garden access stairs, at upper ground floor three new hearths, at first floor two new hearths, two new chimney pieces, a new door and surround, and reinstate an historic door, at second floor two new chimney pieces and hearths, repairs in the loft, new partition walls and acoustic insulation throughout. Externally, replacement of two casement windows at lower ground level to rear with French doors and access stairs from lower ground to garden level, replacement of rear casement window with sash window and repair works to grade II* listed house. <b>Granted 01/07/2016.</b></p> <p><b>2015/6771/P</b> - Replacement of existing single rear dormer with two smaller dormers with double hung sliding sash windows. <b>Granted 29/02/2016.</b></p>			

<p><b>2015/6817/L</b> - Replacement of existing single rear dormer with two smaller dormers with double hung sliding sash windows, works of repair repointing and making good to all external elevations, internal works comprising removal of arched kitchen openings at lower ground floor level,, reinstatement of doorway from landing to living room at ground floor level, formation of new internal door opening and installation of new bathroom to first floor level, reinstatement of connecting internal door and demolition of non-original partition walls at second floor level and various other works of repair refurbishment and making good to all floors. <b>Granted 29/02/2016.</b></p> <p><b>LE9800685R1</b> - The partition demolition of the basement partition wall and enlargement of one basement window to match the existing. <b>Granted 31/03/1999.</b></p>		
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?	Yes, grade II*	
Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS)	Slope stability	Yes
	Surface Water flow and flooding	Yes
	Subterranean (groundwater) flow	Yes
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference <sup>1</sup>	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 2017	

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<sup>1</sup> 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)**

<b>Items provided for Basement Impact Assessment (BIA)<sup>1</sup></b>			
<b>Item provided</b>		<b>Yes/ No/N A<sup>2</sup></b>	<b>Name of BIA document/Appendix in which information is contained.</b>
1	Description of proposed development.	Yes	Ground Investigation Report and Basement Impact Assessment Report.
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	Ground Investigation Report (page 43), Basement Impact Assessment Report (Fig 1,2)
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Basement Impact Assessment Report (Fig 3)
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	Flood Risk Assessment (page 36-41)
5	Plans and sections to show foundation details of adjacent structures.	Yes	073-TCE-XX-LG-D-S-099 - LOWER GROUND FLOOR PLANS_P1; 073-TCE-XX-00-D-S-100 - GROUND FLOOR PLANS_P1; 073-TCE-XX-ZZ-D-S-200 - PROPOSED SECTIONS_P1
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	073-TCE-XX-LG-D-S-099 - LOWER GROUND FLOOR PLANS_P1; 073-TCE-XX-00-D-S-100 - GROUND FLOOR PLANS_P1; 073-TCE-XX-ZZ-D-S-200 - PROPOSED SECTIONS_P1
7	Programme for enabling works, construction and restoration.	No	This is not available at this time.
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	Ground Investigation Report and Basement Impact Assessment Report.
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	Ground Investigation Report and Basement Impact Assessment Report.
10	Identification of significant adverse impacts.	Yes	Ground Investigation Report and Basement Impact Assessment Report.
11	Evidence of consultation with neighbours.		

12	Ground Investigation Report and Conceptual Site Model including <ul style="list-style-type: none"> <li>- Desktop study</li> <li>- exploratory hole records</li> <li>- results from monitoring the local groundwater regime</li> <li>- confirmation of baseline conditions</li> <li>- factual site investigation report</li> </ul>	Yes	Ground Investigation Report and Basement Impact Assessment Report.
13	Ground Movement Assessment (GMA).	Yes	Basement Impact Assessment Report.

14	Plans, drawings, reports to show extent of affected area.	Yes	Ground Investigation Report and Basement Impact Assessment Report. 073-TCE-XX-LG-D-S-099 - LOWER GROUND FLOOR PLANS_P1; 073-TCE-XX-00-D-S-100 - GROUND FLOOR PLANS_P1
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	Basement Impact Assessment Report.
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	Basement Impact Assessment Report.  073-TCE-XX-ZZ-D-S-216 - CONSTRUCTION SEQUENCE_P1
17	Proposals for monitoring during construction.		Basement Impact Assessment Report.
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale		Basement Impact Assessment Report.
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.		Basement Impact Assessment Report.
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.		Ground Investigation Report and Basement Impact Assessment Report.
21	Identification of areas that require further investigation.		Ground Investigation Report and Basement Impact Assessment Report.
22	Non-technical summary for each stage of BIA.		Basement Impact Assessment Report.

Additional BIA components (added during Audit)			
Item provided	Yes/No/NA <sup>2</sup>		Comment

Notes:

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

<sup>2</sup> 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)
18/07/2023	Category B - £3,045 + VAT	Approximately 4 weeks from instruction	Additional fees may be required for <ul style="list-style-type: none"> <li>∞ site attendance</li> <li>∞ reviewing revised/resubmitted documentation</li> <li>∞ reviewing third party consultation comments</li> <li>∞ attending planning committee</li> </ul>

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.**

<b>Camden Case Reference:</b>	PP-12274220	<b>Site Address:</b>	4, The Grove, Highgate, N6 6JU.
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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:**

<b>i. FULL NAME of contact to be Invoiced by LB Camden for audit costs*</b>	
<b>ii. Address of contact</b>	
<b>iii. Company (if relevant)</b>	
<b>iv. Contact telephone number</b>	
<b>v. Contact email address</b>	
<b>vi. Date</b>	
<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"> <li>∞ To assess detailed revisions to the originally submitted audit material</li> <li>∞ To assess detailed technical consultation responses from Third Party consultants</li> <li>∞ To attend Development Control Committee</li> </ul>	
<b>vii. Additional cost amount</b>	Reason
<b>Name</b>	Date
<b>viii.</b>	

[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.