

## Basement Impact Assessment AUDIT: Instruction

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

<b>Camden Case Reference:</b>	2023/3475/P	<b>Site Address:</b>	93 Swain's Lane London N6 6PJ
<b>Case officer contact details:</b>	Kate Henry	<b>Date of audit request:</b>	06/09/2023
<b>Statutory consultation end date:</b>		TBC	
<b>Reason for Audit:</b>	Excavation into hillside at rear.		
<b>Proposal description:</b> Single storey rear extension at lower ground floor level (excavation into hillside); upper ground floor rear extension (above ground); new rooflights in existing single storey rear extension; new projecting rooflight on main roof; replacement of existing garage doors with glazing			
<b>Relevant planning background</b>  <b>2021/4768/P:</b> Replacement of existing garage doors with glazing. <b>Granted 10/11/2021.</b>  <b>2020/4833/P:</b> Erection of single storey rear ground floor extension. <b>Granted 17/11/2020.</b>			
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	Yes
		Surface Water flow and flooding	Yes
		Subterranean (groundwater) flow	Yes
Does the application require determination by Development Control Committee in accordance with 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	

<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.	Y	2119 BIA Chapter 2/3
2	Plan showing boundary of development including any land required temporarily during construction.		LBMV to ref Existing Plans A1001
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Y	2119 BIA Chapter 9
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	2119 BIA Chapter 3/6
5	Plans and sections to show foundation details of adjacent structures.	Y	2119 BIA Chapter 9
6	Plans and sections to show layout and dimensions of proposed basement.	Y	LBMV to ref Proposed Plans A2002
7	Programme for enabling works, construction and restoration.		Not available yet
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Y	2119 BIA Chapter 5
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Y	2119 BIA Chapter 6
10	Identification of significant adverse impacts.	Y	2119 BIA Chapter 4
11	Evidence of consultation with neighbours.		Plans have been shown to all neighbors 91-95-97-99-101-103 Swains Lane.
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>	Y	2119 BIA Appendix A/B
13	Ground Movement Assessment (GMA).	NA	Basement occupies previously excavated volume between party walls, party wall footings significantly deep so that basement will not lower excavations below adjacent structures.
14	Plans, drawings, reports to show extent of affected area.	Y	2119 BIA + LBMV package -Proposed A2000
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Y	2119 BIA Chapter 4

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	2119 BIA Chapter 10 + Chapter 9 drawings
17	Proposals for monitoring during construction.	Y	2119 BIA Chapter 9 ref to monitoring – detailed proposal to be agreed with party wall surveyors
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	NA	See 13
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	2119 BIA Chapter 9/10 + structural calculations in Appendix C
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	2119 BIA Chapter 4/6
21	Identification of areas that require further investigation.	Y	2119 BIA Chapter 4
22	Non-technical summary for each stage of BIA.	Y	2119 BIA Chapter 1
<b>Additional BIA components (added during Audit)</b>			
<b>Item provided</b>	<b>Yes/No/NA<sup>2</sup></b>		<b>Comment</b>

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)**

<b>Date</b>	<b>Fee Categorisation (A/B/C) and costs (£ ex VAT)</b>	<b>Date estimate for initial report</b>	<b>Commentary (including timescales for completion of Initial Report)</b>
06/09/2023	Category B - £3045	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.

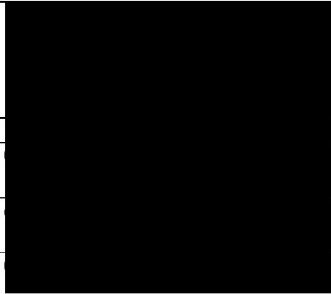
**Section D: Audit Agreement (TO BE COMPLETED BY THE APPLICANT)** For data protection reasons this page should NOT be published on the Public website.

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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>	Christopher Sharpe
<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>	<b>Date</b>
<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.