

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:		Site Address:	
Case officer contact details:		Date of audit request:	
Statutory consultation end date:			
Reason for Audit:			
Proposal description:			
Relevant planning background			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?			
Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS)	Slope stability		
	Surface Water flow and flooding		
	Subterranean (groundwater) flow		
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹			
Does the scope of the submitted BIA extend beyond the screening stage?			
Which ward is the application situated?			
Is there an adopted neighbourhood plan? If so, which is it?			

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	1289-PP3-DAS 95 Ave Road Design and Access Statement
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	1289-EX-000 Location Plan 1289-EX-PP3-002 Existing Site and Block Plan 1289-PP3-202 Proposed Site and Block Plan
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	1289-EX-000 Location Plan 1289-EX-PP3-002 Existing Site and Block Plan 1289-PP3-202 Proposed Site and Block Plan 1289-PP3-DAS 95 Ave Road Design and Access Statement
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	0678] 95 Avenue Road, London, NW8 6HY Drainage Strategy. [0478] 95 Avenue Road, London, NW8 6HY - Semi-Detached Houses FRA J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
5	Plans and sections to show foundation details of adjacent structures.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf Proposed Plans, elevations & sections. 1289-PP3-203, 204, 205, 220, 221, 230 MBP-8538- Construction Method Statement - FOR PLANNING 230105 MBP-8538- Desk Study Report - FOR PLANNING 230105 MBP-8538- Proposed Drawings GA 230105
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Proposed Plans, elevations & sections. 1289-PP3-203, 204, 205, 220, 221, 230 MBP-8538- Proposed Drawings GA 230105 MBP-8538- Construction Method Statement - FOR PLANNING 230105 MBP-8538- Desk Study Report - FOR PLANNING 230105
7	Programme for enabling works, construction and restoration.	Yes	1289-CMP Planning Stage Semi-Detached Houses

8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf MBP-8538- Construction Method Statement - FOR PLANNING 230105 MBP-8538- Desk Study Report - FOR PLANNING 230105
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf MBP-8538- Construction Method Statement - FOR PLANNING 230105 MBP-8538- Desk Study Report - FOR PLANNING 230105 0678] 95 Avenue Road, London, NW8 6HY Drainage Strategy. [0478] 95 Avenue Road, London, NW8 6HY - Semi-Detached Houses FRA
10	Identification of significant adverse impacts.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
11	Evidence of consultation with neighbours.	No	To be progressed. 1289-CMP Planning Stage Semi-Detached Houses Indicates the procedure that will be followed for community liaison.
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	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf MBP-8538- Desk Study Report - FOR PLANNING 230105 MBP-8538- Construction Method Statement - FOR PLANNING 230105
13	Ground Movement Assessment (GMA).	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
14	Plans, drawings, reports to show extent of affected area.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf MBP-8538- Proposed Drawings GA 230105
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf

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	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf MBP-8538- Construction Method Statement - FOR PLANNING 230105 MBP-8538- Desk Study Report - FOR PLANNING 230105 MBP-8538- Proposed Drawings GA 230105
17	Proposals for monitoring during construction.	Yes	1289-CMP Planning Stage Semi-Detached Houses J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
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	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
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	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
21	Identification of areas that require further investigation.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
22	Non-technical summary for each stage of BIA.	Yes	J22086 - 95 Avenue Road BIA Report Rev 0 - complete.pdf
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)
<i>Date</i>	<i>Category and cost -</i>	<i>This will depend on date of completion of section D but some indication is required</i>	<i>If possible please ALSO provide estimate for possible additional fees required to review consultation responses received to date.</i>

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.

Camden Case Reference:		Site Address:	
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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*	Archie Avery
ii. Address of contact	95 Avenue Road (Freehold) Ltd. 16 Finchley Road London NW8 5EB
iii. Company (if relevant)	95 Avenue Road (Freehold) Ltd.
iv. Contact telephone number	07917 054656
v. Contact email address	archie@edgeam.co.uk
vi. Date	26/06/2024
<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 £57.92 + 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.

Section E: Further work (to be completed *during* audit process if further fees required)

Date	Additional Fee (£ ex VAT)	Reason for additional fee	Date of agreement from Invoicee to meet these costs
		<p><i>Additional fees are required for the following purposes:</i></p> <ul style="list-style-type: none"> - <i>review BIA revisions</i> - <i>review 3rd Party reports</i> - <i>Attendance at Planning Committee</i> <p>[remove as necessary] Add details of expected date of updated Audit Report, if relevant</p>	

Agreement from the invoicee (Contact in Section D) is required prior to instructing the Auditors to proceed with additional fee work.