**Basement Impact Assessment AUDIT: Instruction**

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

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| **Case officer contact details:** | Raymond Yeung (020 7974 4546) | **Date of request:** | | 30/04/2015 | |
| **Camden Reference:** | 2014/7292/P | **Statutory consultation end date:** | | 08/01/2015 | |
| **Site Address:** | 4 Wedderburn Road  London  NW3 5QE | | | | |
| **Reason for Audit:** | Planning application | | | | |
| **Proposal description and :**  *Excavation at basement floor level below footprint of house and part rear garden with associated front and rear lightwells, erection of single storey rear extension, enlarge side dormers to main roof and associated elevational alterations.* | | | | | |
| **Relevant planning background**  None | | | | | |
| 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? | | | Slope stability | | No |
| Surface Water flow and flooding | | No |
| Subterranean (groundwater) flow | | Yes – Claygate beds |
| Does the application require determination by Development Control Committee in accordance fall the Terms of Reference[[1]](#footnote-1) | | | Yes | | |
| Does the scope of the submitted BIA extend beyond the screening stage? | | | Yes | | |

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

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| **Items provided for Basement Impact Assessment (BIA)1** | | | | |
| **Item provided** | | | **Yes/No/NA2** | **Name of BIA document/appendix in which information is contained.** |
| 1 | Description of proposed development. | |  |  |
| 2 | Plan showing boundary of development including any land required temporarily during construction. | |  |  |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. | |  |  |
| 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) | |  |  |
| 5 | Plans and sections to show foundation details of adjacent structures. | |  |  |
| 6 | Plans and sections to show layout and dimensions of proposed basement. | |  |  |
| 7 | Programme for enabling works, construction and restoration. | |  |  |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding. | |  |  |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater. | |  |  |
| 10 | Identification of significant adverse impacts. | |  |  |
| 11 | Evidence of consultation with neighbours. | |  |  |
| 12 | Ground Investigation Report and Conceptual Site Model including   * Desktop study * exploratory hole records * results from monitoring the local groundwater regime * confirmation of baseline conditions * factual site investigation report | |  |  |
| 13 | Ground Movement Assessment (GMA). | |  |  |
| 14 | Plans, drawings, reports to show extent of affected area. | |  |  |
| 15 | Specific mitigation measures to reduce, avoid or offset significant adverse impacts. | |  |  |
| 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. | |  |  |
| 17 | Proposals for monitoring during construction. | |  |  |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale | |  |  |
| 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. | |  |  |
| 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. | |  |  |
| 21 | Identification of areas that require further investigation. | |  |  |
| 22 | Non-technical summary for each stage of BIA. | |  |  |
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| **Additional BIA components (added during Audit)** | | |  |  |
| **Item provided** | | **Yes/No/NA2** |  | **Comment** |
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Notes:

1 NB DP27 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)**

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| **Date** | **Fee Categorisation (A/B/C) and costs (£ ex VAT)** | **Commentary (including timescales for completion of Initial Report)** |
| 01.05.15 | Category B – extends beyond screening stage.  Category B fixed cost:  £2900 ex VAT | Numerous comments received to date. These will be reviewed and additional fees may be required if they relate to subterranean flow, flooding or land stability. Additional fees also may be incurred if audit identifies need for site visit, documents to be revised or further comments are received on issue of audit report. |
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Note: Where changes to the fee categorisation are required during the audit process, this will require an update to the above table, 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 Applicant)**

I agree to pay the full costs of the independent audit of the Basement Impact Assessment associated with the planning application for the site identified in Section A. Such costs may include additional fees charged at the hourly rate for DCC attendance (for example).

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| **Name of contact [to be sent Invoice for final costs]** |  |
| **Address of contact** |  |
| **Company (if relevant)** |  |
| **Contact telephone number** |  |
| **Date** |  |

1. Recommendations for approval of certain types of application require determination by Development Control Committee (DCC). From time to time applications which would normally be determined by officers under delegated authority are referred by the Director of Culture and Environment to DCC for decision. Where the Auditor makes representations at DCC on behalf of an application the fees for attendance will be passed to the applicant. [↑](#footnote-ref-1)