

Basement Impact Assessment AUDIT: Instruction

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

Case officer contact details:	Neil Luxton	Date of request:	Date 30/04/15
Camden Reference:	2015/1635/P	Statutory consultation end date:	Date 29/04/2015
Site Address:	Devonshire House 69 Fitzjohns Ave NW3 6PD		
Reason for Audit:	Planning application		
Proposal description :			
<p><i>a) Extension of the existing basement.</i></p> <p><i>b) Creation of a new light well to ajoin the existing lightwell on the southern elevation.</i></p> <p><i>c) Creation of new light wells to the north-west and north-east elevations of the building.</i></p> <p><i>d) The replacement of the existing rear extensions with a glazed rear extension to incorporate a staff room.</i></p>			
Relevant planning background			
2014/6727/PRE Ground and basement extensions to school - proposal accepted in principle.			
2013/4132/P Details pursuant to conditions 4 (tree protection measures), 5 (sound installation), 6 (bat & bird box locations), 7 (Green roof details) of planning permission 2012/3910/P dated 26/02/2013 (Erection of roof extension to single storey outbuilding to create additional classroom space to existing school (Class D1)).			
2012/3910/P Erection of roof extension to single storey outbuilding to create additional classroom space to existing school (Class D1).			
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	Yes- Bagshot beds	

(check site constraints in M3/Magic GIS)	Surface Water flow and flooding	No
	Subterranean (groundwater) flow	Yes - Bagshot beds
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹	No	
No/Does the scope of the submitted BIA extend beyond the screening stage?	Yes (includes scoping and site investigation too)	

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.

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

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.	Yes	Architectural Planning drawings
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	Architectural Planning drawings
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Architectural Planning Submission
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	Geotechnical & Environmental Associates Report. (GEA)
5	Plans and sections to show foundation details of adjacent structures.	Yes	Conisbee BIA - Structural Submission
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Architectural Planning submission and drawings in Conisbee BIA submission
7	Programme for enabling works, construction and restoration.	NA	Suggested sequence of works in Conisbee BIA submission
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	GEA's BIA submission
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	GEA's & Conisbee BIA submission
10	Identification of significant adverse impacts.	NA	Outstanding risks and issues discussed in 10.0 of GEA's BIA submission
11	Evidence of consultation with neighbours.	NA	

12	<p>Ground Investigation Report and Conceptual Site Model including</p> <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	GEA's BIA submission
13	Ground Movement Assessment (GMA).	No	Considered not necessary given scale of works and distance from neighbouring structures
14	Plans, drawings, reports to show extent of affected area.	Yes	Architectural, Structural & GEA's BIA submission
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	Specific Construction criteria highlighted in Conisbee 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	Specific Construction Method Statement criteria highlighted in Conisbee report.
17	Proposals for monitoring during construction.	No	Due the distance away of neighbouring structures, monitoring of neighbouring structures not deemed necessary.
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	No	Nearby properties are deemed far enough away not to be affected by proposals.
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	Conisbee & GEA Reports.
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	Yes	GEA's BIA report.

	CSM), including consideration of cumulative effects.		
21	Identification of areas that require further investigation.	NA	
22	Non-technical summary for each stage of BIA.	NA	
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment

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.

C : Audit proposal (to be completed by the Auditor)

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 (£3045)	Fee includes consideration of 4 comments received to date. Additional fees may be incurred to review comments once consultation closed, if audit identifies need for site visit or documents require to be revised.

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).

Name of contact [to be sent Invoice for final costs]	Elisabeth Winther
Address of contact	2 Arkwright Road, Hampstead, London, NW3 6AE
Company (if relevant)	Devonshire House School
Contact telephone number	0207 431 7304
Date	13.05.2015