**Basement Impact Assessment AUDIT: Instruction**

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

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| **Case officer contact details:** | Tendai MutasaTendai.Mutasa@camden.gov.ukEXT 2353 | **Date of audit request:** | Date 22/05/2015 |
| **Camden Reference:** | Ref 2015/1949/P | **Statutory consultation end date:** | Date 11/06/2015 |
| **Site Address:** | Address :1A West Hampstead Mews London NW6 3BB |
| **Reason for Audit:** | Planning  |
| **Proposal description and :** *Conversion of 1x residential unit into 2 x 1 bed self-contained duplex flats with part excavation of basement.* |
| **Relevant planning background**Put details here |
| 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/No (explain: eg Claygate beds |
| Surface Water flow and flooding | Yes  |
| Subterranean (groundwater) flow |  |
| Does the application require determination by Development Control Committee in accordance fall the Terms of Reference[[1]](#footnote-1)  | No |
| No/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.  | Yes | Symmetrys BIA Section 4.1 |
| 2 | Plan showing boundary of development including any land required temporarily during construction. | Yes | Symmetrys BIA and Appendix C CGL report. |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. | Yes  | Symmetrys BIA and Appendix C CGL report of BIA |
| 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  | Symmetrys BIA Main Report 3.3 and Appendix C CGL shows nearby watercourses |
| 5 | Plans and sections to show foundation details of adjacent structures. | Yes | Trial pits undertaken- Drawings show that foundation depths are not known. This is incorrect, trial pits were undertaken on the 10/03/15 – trial pit information attached on drawing SI01.  |
| 6 | Plans and sections to show layout and dimensions of proposed basement. | Yes | Chassey + Last Drawings |
| 7 | Programme for enabling works, construction and restoration. | NA | No enabling works or restoration as the excavation is confined to the envelope of the building. |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.  | Yes  | Symmetrys BIA, Appendix C- CGL Report |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater.  | Yes  | Symmetrys BIA, Appendix C- CGL Report |
| 10 | Identification of significant adverse impacts. | Yes | Symmetrys BIA, Appendix C- CGL Report |
| 11 | Evidence of consultation with neighbours. | Yes | Neighbours meetings arranged and discussed including details for Party Wall etc Act |
| 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
 | Yes  | Symmetrys BIA, Appendix C- CGL Report |
| 13 | Ground Movement Assessment (GMA). | Yes  | Symmetrys BIA, Appendix C- CGL Report |
| 14 | Plans, drawings, reports to show extent of affected area. | Yes  | Symmetrys BIA, Appendix A & C- CGL report of BIA |
| 15 | Specific mitigation measures to reduce avoid or offset significant adverse impacts. | N/a |  |
| 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  | Appendix A of Symmetrys BIA |
| 17 | Proposals for monitoring during construction. | Yes  | Symmetrys BIA section 7.2 |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale  | Yes  | Symmetrys BIA, Appendix C - CGL, section 10.2  |
| 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 | Symmetrys BIA section 6.0 and Appendix C CGL ground movement assessment. |
| 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 | Symmetrys BIA section 6.0 and Appendix C CGL ground movement assessment p17 table 5. |
| 21 | Identification of areas that require further investigation. | N/A |  |
| 22 | Non-technical summary for each stage of BIA. | Yes | See various reports |
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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)** | **Date estimate for initial report** | **Commentary (including timescales for completion of Initial Report)** |
| *12/06/15* | *Category B - £3045* | *10 July (if instruction received by 19 June 2015)* | *No comments received to date. Additional fees may be required if the audit indicates a site visit is required, or if comments are received after 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]**  | **Mr B Jacob Green** |
| **Address of contact** | Aldford House, 63a South Audley Street, London W1K 2QS |
| **Company (if relevant)** |  |
| **Contact telephone number** | 020 7355 0530 |
| **Date** | 27/05/2015 |

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)