

Basement Impact Assessment AUDIT: Instruction

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

Case officer contact details:	David Fowler	Date of request:	14/05/2015
Camden Reference:	2015/1946/P	Statutory consultation end date:	4/06/2015
Site Address:	61 - 65 Charlotte Street London W1T 4PF		
Reason for Audit:	Planning application - basement		
Proposal description:			
<i>Replacement of 7 x non original sliding sash windows into existing retained sash boxes to front and rear elevations at first and second floor level to dwelling house (Class C3).</i>			
Relevant planning background			
Application involving change of use and excavation at basement level.			
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	No	
	Surface Water flow and flooding	Yes	
	Subterranean (groundwater) flow	No	
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹	Yes		

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.

No/Does the scope of the submitted BIA extend beyond the screening stage?	No
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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	150218-4610-Basement Impact Assessment. Section 1.0
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	150218-4610-Basement Impact Assessment. Appendix B drawing GA01
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Photographs of site locations and context in Architectural Design and access statement by Harper Downie. Extent and interface with adjacent structures in 150218-4610-Basement Impact Assessment. Appendix B
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)	No	Topography has been considered and FRA was consulted.
5	Plans and sections to show foundation details of adjacent structures.	Yes	150218-4610-Basement Impact Assessment. Appendix C
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	150218-4610-Basement Impact Assessment. Appendix A and B show to scale drawings and sections.
7	Programme for enabling works, construction and restoration.	No	Unknown at this stage
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	150218-4610-Basement Impact Assessment. Section 6.0
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	150218-4610-Basement Impact Assessment. Section 6.0
10	Identification of significant adverse impacts.		150218-4610-Basement Impact Assessment. Section 7.0

11	Evidence of consultation with neighbours.	No	Liaison and tenant meetings did take place to explain proposed work and what it involved. Access was gained to neighbours for the purposes of investigation.
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	Basic trial holes and observations rather than 3 rd party Geotechnical investigation. 150218-4610-Basement Impact Assessment. Section 8.0 and Appendix C.
13	Ground Movement Assessment (GMA).	No	Excavations not deemed deep enough to require and surrounding existing basements and lower foundations mean no ground movement is anticipated.
14	Plans, drawings, reports to show extent of affected area.	Yes	150218-4610-Basement Impact Assessment. Appendix B drawing GA01
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	NA	No significant adverse affects
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.	No	Not provided but can be if deemed necessary. As noted in the body of the BIA, the structural work to create the slightly lowered area is not significant and requires a 200-400mm of mass concrete underpinning only.
17	Proposals for monitoring during construction.	No	Not provided for this application given modest proposals but can be if deemed necessary.
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	No	Burland scale requires a settlement in order to categorise risk. We anticipate no settlement and hence no damage to nearby properties
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	150218-4610-Basement Impact Assessment. Section 8.0

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	150218-4610-Basement Impact Assessment. Section 4.0 and 6.0
21	Identification of areas that require further investigation.	NA	Area of proposed work was physically investigated to the depth proposed
22	Non-technical summary for each stage of BIA.	Yes	150218-4610-Basement Impact Assessment.
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.

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)

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]	Tom Vernon
Address of contact	Ingeni Building 17 Broadwick Street London W1F 0AX
Company (if relevant)	Quod
Contact telephone number	020 3597 1037
Date	04/06/15