**Basement Impact Assessment AUDIT: Instruction**

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

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| **Case officer contact details:** | David Fowler  [David.fowler@camden.gov.uk](mailto:David.fowler@camden.gov.uk)  020 7974 2123 | **Date of audit request:** | | 07/08/2015 | |
| **Camden Reference:** | 2015/3373/P | **Statutory consultation end date:** | | 20/08/2015 | |
| **Site Address:** | 3 Greenaway Gardens  London  NW3 7DJ | | | | |
| **Reason for Audit:** | Planning application | | | | |
| **Proposal description:**  *Excavation of basement with associated front and rear rooflights, replacement of existing side garage, erection of 3-storey rear extension at ground, first and second floor (roof) level, formation of terrace at rear first floor level, erection of rear dormer window and alterations to windows and doors on side elevations and change of use of property from 2 x self-contained flats to single-family dwellinghouse (Class C3) (as approved under planning permission 2011/3798/P on 23/09/2011) and also an increase in height and depth of approved rear extension, and enlargement of approved basement to the front side and rear including underground parking and a car lift and repositioning the two existing dormers and roof lights on the side (south) elevation.* | | | | | |
| **Relevant planning background**  2011/3798/P: on 23 September 2011 consent was granted for Excavation of basement with associated front and rear rooflights, replacement of existing side garage erection of 3-storey rear extension at ground first and second floors (roof) level, formation of terrace at rear first floor level, erection of rear dormer window and alterations to windows and doors on the side elevations and change of use of property from 2 X self-contained flats to single family dwellinghouse (Class C3). | | | | | |
| 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, Claygate beds |
| Surface Water flow and flooding | | No |
| Subterranean (groundwater) flow | | No |
| 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 | Michael Alexander BIA Issue 1.0  -Sections 1.00 and 2.00 |
| 2 | Plan showing boundary of development including any land required temporarily during construction. | | Yes | Charlton Brown Drawings |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. | | Yes | Charlton Brown Drawings &  Michael Alexander BIA Issue 1.0  - Appendix D |
| 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 | Michael Alexander BIA Issue 1.0  -Figures (a) (b) (c) and (d) |
| 5 | Plans and sections to show foundation details of adjacent structures. | | Yes | Michael Alexander BIA Issue 1.0  -Appendix B |
| 6 | Plans and sections to show layout and dimensions of proposed basement. | | Yes | Charlton Brown Drawings &  Michael Alexander BIA Issue 1.0  -Appendix B |
| 7 | Programme for enabling works, construction and restoration. | | BTP | BTP require approximately 6 to 8 weeks to complete the design and for their negotiated contractor to mobilise and start on site (mid November 2015). The shell and core / fit out overall programme will be approximately 20 months. |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding. | | Yes | Michael Alexander BIA Issue 1.0  -Sections 3.00, 4.00 & 5.00 |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater. | | Yes | Michael Alexander BIA Issue 1.0  -Sections 3.00, 4.00 & 5.00 |
| 10 | Identification of significant adverse impacts. | | No | No significant adverse impacts where identified after mitigation. |
| 11 | Evidence of consultation with neighbours. | | Yes | As per Council’s neighbour notification |
| 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 | GEA Ground Investigation Report No. J11069 dated June 2011 |
| 13 | Ground Movement Assessment (GMA). | | Yes | GEA Ground Movement Assessment Report dated 03 August 2015  Attached to this document |
| 14 | Plans, drawings, reports to show extent of affected area. | | Yes | GEA Ground Movement Assessment Report dated 03 August 2015  Attached to this document |
| 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. | | Yes | Michael Alexander BIA Issue 1.0  -Sections 6.00 & 7.00 |
| 17 | Proposals for monitoring during construction. | | Yes | Michael Alexander BIA Issue 1.0  -Section 4.04.4 |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale | | Yes | Michael Alexander BIA Issue 1.0  -Section 4.04  GEA Ground Movement Assessment Report dated 03 August 2015 |
| 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 | Michael Alexander BIA Issue 1.0  -Section 4.04 |
| 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 | Michael Alexander BIA Issue 1.0  -Sections 3.04 & 5.04 |
| 21 | Identification of areas that require further investigation. | | No | None identified |
| 22 | Non-technical summary for each stage of BIA. | | Yes | Michael Alexander BIA Issue 1.0  -Sections 3.04, 404 & 5.04 |
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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)** |
| 04/09/2015 | Category C £4050 – 1.5 levels basement and neighbouring properties. | Report date 4-5 weeks from instruction | A number of comments have been received which, if pertinent to BIA, may require additional fee. Additional fees may also be required if comments are required subsequently which require review, if a site visit is necessary of if the audit requires documents to be revised and re-submitted. |
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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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| **FULL Name of contact [to be sent Invoice for final costs]\*** | GK Burhan |
| **Address of contact** | 3 Greenaway Gardens, London, NW3 7DJ  C/O BTP, 48 Welbeck Street, London, W1G 9XL |
| **Company (if relevant)** | N/A |
| **Contact telephone number** | 020 7725 1700 |
| **Date** | 07.09.15 |

\*If no Company name provided then **full name** of Contact (First-name & Surname) must be provided – initials will not suffice.

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)