

Basement Impact Assessment AUDIT: Instruction

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

Case officer contact details:	Tessa Craig Tessa.Craig@camden.gov.uk 02079746750	Date of audit request:	15/10/2015
Camden Reference:	Ref: 2015/5243/P	Statutory consultation end date:	05/11/2015
Site Address:	2 Gayton Road, NW3 1TX		
Reason for Audit:	Planning application		
Proposal description:			
Extension to rear of dwelling house at basement, ground floor level and partial first floor to create additional living space.			
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? (check site constraints in M3/Magic GIS)	Slope stability	Yes	
	Surface Water flow and flooding	No	
	Subterranean (groundwater) flow	Yes	
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹	No		

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?	Yes
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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	Submitted BIA para 1.4
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	Appendix A
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Appendix A of BIA and Appendix E
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	Appendix B Geology map and summary of local boreholes and Appendix F
5	Plans and sections to show foundation details of adjacent structures.	Yes	Appendix D existing Structure Drawings
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Appendix Fii Proposed Structure Drawings
7	Programme for enabling works, construction and restoration.	YEs	Appendix G Sequence of Construction Drawings
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	yes	BIA and Appendix C Screening flowcharts
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	yes	BIA report and appendix
10	Identification of significant adverse impacts.	yes	BIA report
11	Evidence of consultation with neighbours.	YES	Neighbouring property is currently digging basement and party wall agreement is in place to allow basement at no.1 and no.2

			take place.
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	BIA 3.1 and Appendix F
13	Ground Movement Assessment (GMA).	yes	Para 5.5
14	Plans, drawings, reports to show extent of affected area.	yes	Appendix Fii and G
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	yes	Appendix Fii and G
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 G
17	Proposals for monitoring during construction.	yes	BIA report
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	yes	BIA main report
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	BIA main report submitted with application
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	See BIA report

	CSM), including consideration of cumulative effects.		
21	Identification of areas that require further investigation.	yes	BIA report
22	Non-technical summary for each stage of BIA.	yes	BIA report
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)	Date estimate for initial report	Commentary (including timescales for completion of Initial Report)
16/10/2015	Category B - £3045	Approx 4 weeks from instruction	Additional fees may be required if (i) a site visit is required, (ii) any documents have to be revised or re-submitted as a result of the audit, or (iii) comments are received which are pertinent to the BIA.

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).

FULL Name of contact [to be sent Invoice for final costs]*	Ben van Bruggen
Address of contact	Branch Hill Mews, Branch Hill, London, NW3 7LT
Company (if relevant)	van Bruggen Limited
Contact telephone number	██████████
Date	26.10.2015

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