**Basement Impact Assessment AUDIT: Instruction**

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

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| **Case officer contact details:** | Robert Lester  Telephone: 0207 974 2188  Email: Robert.Lester@camden.gov.uk | **Date of audit request:** | | **31/05/2016** | |
| **Camden Reference:** | 2016/2046/P & 2825/L | **Statutory consultation end date:** | | 16/06/2016 | |
| **Site Address:** | 19 Fitzroy Square, London, W1T 6EQ | | | | |
| **Reason for Audit:** | Planning application | | | | |
| **Proposal description:** Change of use from offices (B1) to single dwellinghouse (C3) with basement extension and external alterations including the demolition and rebuilding of a section of the rear closet wing at lower ground/ground floor level facing Conway Street, replacement roof with rooflight to the rear wing, provision of an access bridge across the lightwell off Conway Street, replacement access stair and balcony to the rear at first floor level, replacement air conditioning units and associated internal alterations. | | | | | |
| **Relevant planning background:** N/A | | | | | |
| Do the basement proposals involve a listed building or does the site neighbour any listed buildings? | | | Yes (Grade II\*) | | |
| 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]](#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 | RWA Planning Application BIA  Section 2.3 |
| 2 | Plan showing boundary of development including any land required temporarily during construction. | | Yes | ALA Drawings  RWA Planning Application BIA  Appendix 1 |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. | | Yes | ALA/NPA Survey Drawings  RWA Planning Application BIA  Appendix 2 |
| 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 | Jomas BIA Report P9318J754  Appendix 2 |
| 5 | Plans and sections to show foundation details of adjacent structures. | | Yes | Jomas BIA Report P9318J754  Appendix 6  RWA Planning Application BIA  Appendix 4 |
| 6 | Plans and sections to show layout and dimensions of proposed basement. | | Yes | RWA Planning Application BIA  Appendix 3 |
| 7 | Programme for enabling works, construction and restoration. | | Yes | (IDL) |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding. | | Yes | Jomas BIA Report P9318J754  Section 14  RWA Planning Application BIA  Section 9 |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater. | | Yes | RWA Planning Application BIA  Section 9 |
| 10 | Identification of significant adverse impacts. | |  | RWA Planning Application BIA  Section 11 |
| 11 | Evidence of consultation with neighbours. | | Yes | (IDL/ALA) |
| 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 | Jomas BIA Report P9318J754  (throughout) |
| 13 | Ground Movement Assessment (GMA). | | No | Refer RWA Planning Application BIA  Section 12 |
| 14 | Plans, drawings, reports to show extent of affected area. | | Yes | ALA Drawings  RWA Planning Application BIA  Appendix 3 |
| 15 | Specific mitigation measures to reduce, avoid or offset significant adverse impacts.` | | Yes | RWA Planning Application BIA  Section 11  Appendix 3 |
| 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 | RWA Planning Application BIA  Appendix 3 |
| 17 | Proposals for monitoring during construction. | | No | RWA Planning Application BIA  Section 12 |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale | | Yes | RWA Planning Application BIA  Section 11 |
| 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 | Jomas BIA Report P9318J754 Section 14.3  RWA Planning Application BIA  Section 9,11 & 12  Appendix 3 |
| 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 | Jomas BIA Report P9318J754 Section 14.3  RWA Planning Application BIA  Section 9,11 & 12  Appendix 3 |
| 21 | Identification of areas that require further investigation. | | Yes | RWA Planning Application BIA  Section 12 |
| 22 | Non-technical summary for each stage of BIA. | |  | RWA Planning Application BIA  (Throughout) |
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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)** |
| 08/06/2016 | Category B - £3045 | Approximately 4 weeks from instruction | Additional fees may be required for   * site attendance * reviewing revised/resubmitted documentation * reviewing further third part consultation comments * attending DCC. |

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)**

**For data protection reasons this section should NOT be published on the Public website.**

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.

Additional fees, which would be charged at the hourly rate, will also arise, for instance in the following circumstances:

* To assess detailed revisions to the originally submitted audit material
* To assess detailed technical consultation responses from Third Party consultants
* To attend Development Control Committee

Every effort will be made to minimise the occurrence of additional unforeseen expenses arising from the audit process.

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| **FULL Name of contact [to be sent Invoice for final costs]\*** |  |
| **Address of contact** |  |
| **Company (if relevant)** |  |
| **Contact telephone number** |  |
| **Date** |  |

\*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)