

Basement Impact Assessment AUDIT: Instruction

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

Case officer contact details:		Date of audit request:	
Camden Reference:		Statutory consultation end date:	
Site Address:			
Reason for Audit:	Appeal Condition		
Proposal description:			
Relevant planning background			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?	No/Yes		
Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS)	Slope stability	Yes/No	
	Surface Water flow and flooding	Yes/NO	
	Subterranean (groundwater) flow	Yes/NO	
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹	No/Yes – give date or estimate of date for DCC if applicable		
No/Does the scope of the submitted BIA extend beyond the screening stage?	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.

Section B: BIA components for Audit (to be completed by Applicant)

Items provided for Basement Impact Assessment (BIA) ¹			
Item provided		Yes/ No/N A ²	Name of BIA document/appendix in which information is contained.
1	Description of proposed development.	Yes	Section 1
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	Section 2 and Appendix A
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Section 3 and 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)	Yes	Section 4 and Appendix C
5	Plans and sections to show foundation details of adjacent structures.	Yes	Section 5 and Appendix D
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Section 6 and Appendix E
7	Programme for enabling works, construction and restoration.	Yes	Section 7 and Appendix F
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	Section 8 and Appendix G
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	Section 9 and Appendix H
10	Identification of significant adverse impacts.	Yes	Section 10
11	Evidence of consultation with neighbours.	No	-

12	<p>Ground Investigation Report and Conceptual Site Model including</p> <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	Section 12 and Appendix J
13	Ground Movement Assessment (GMA).	Yes	Section 13 and Appendix I
14	Plans, drawings, reports to show extent of affected area.	Yes	Section 14 and Appendix H, I
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	Section 15 and Appendix K
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	Section 16 and Appendix L
17	Proposals for monitoring during construction.	Yes	Section 17 and Appendix M
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	Section 18
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	Section 19
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	Yes	Section 20

	effects.		
21	Identification of areas that require further investigation.	Yes	Section 21
22	Non-technical summary for each stage of BIA.	No	-
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment
11	No		Neighbour Consultation not part of this submission
22	No		Non-technical summary not part of this submission (post-Planning)

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)
<i>Date</i>	<i>Category and cost -</i>	<i>This will depend on date of completion of section D but some indication is required</i>	<i>If possible please ALSO provide estimate for possible additional fees required to review consultation responses received to date.</i>

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.

FULL Name of contact [to be sent Invoice for final costs]*	Accounts payable / Niki O'Hara accounts-payable@thelintongroup.co.uk
Address of contact	Accounts Payable New End LLP c/o Linton Group 8 Headfort Place Belgravia London SW1X 7DH
Company (if relevant)	New End LLP
Contact telephone number	020 3637 1806
Date	19.05.2016

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