

**Basement Impact Assessment AUDIT: Instruction**

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

<b>Case officer contact details:</b>	Kate Phillips <a href="mailto:Kate.Phillips@camden.gov.uk">Kate.Phillips@camden.gov.uk</a> 0207 974 2521	<b>Date of audit request:</b>	07/09/2015
<b>Camden Reference:</b>	Ref: 2015/4513/P	<b>Statutory consultation end date:</b>	28/09/2015
<b>Site Address:</b>	Flat 3, 269 Goldhurst Terrace, London, NW6 3EP		
<b>Reason for Audit:</b>	Planning application		
<b>Proposal description:</b>			
Erection of single storey side extension and creation of basement below existing dwelling and new extension, with 2 no. front and 2 no. rear lightwells			
<b>Relevant planning background</b>			
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 (M3 constraint layer)	
	Surface Water flow and flooding	Yes (M3 constraint layer) Local Flood Risk Zone - Goldhurst	
	Subterranean (groundwater) flow	No	

Does the application require determination by Development Control Committee in accordance fall the Terms of Reference <sup>1</sup>	Unknown
No/Does the scope of the submitted BIA extend beyond the screening stage?	Yes

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<sup>1</sup> 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)**

<b>Items provided for Basement Impact Assessment (BIA)<sup>1</sup></b>			
<b>Item provided</b>		<b>Yes/ No/ NA<sup>2</sup></b>	<b>Name of BIA document/appendix in which information is contained.</b>
1	Description of proposed development.	Y	BIA
2	Plan showing boundary of development including any land required temporarily during construction.	Y	Site Location plan
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Y	BIA
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)	Y	BIA
5	Plans and sections to show foundation details of adjacent structures.	Y	Engineers Drawings
6	Plans and sections to show layout and dimensions of proposed basement.	Y	Proposed Drawings
7	Programme for enabling works, construction and restoration.	N	
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Y	BIA
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Y	BIA
10	Identification of significant adverse impacts.	Y	BIA
11	Evidence of consultation with neighbours.		

12	Ground Investigation Report and Conceptual Site Model including <ul style="list-style-type: none"> <li>- Desktop study</li> <li>- exploratory hole records</li> <li>- results from monitoring the local groundwater regime</li> <li>- confirmation of baseline conditions</li> <li>- factual site investigation report</li> </ul>	Y	BIA
13	Ground Movement Assessment (GMA).	Y	BIA
14	Plans, drawings, reports to show extent of affected area.	Y	BIA
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Y	BIA
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.	Y	BIA
17	Proposals for monitoring during construction.	N	
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Y	BIA
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.	Y	BIA
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	Y	BIA

	effects.		
21	Identification of areas that require further investigation.	Y	BIA
22	Non-technical summary for each stage of BIA.	Y	BIA
<b>Additional BIA components (added during Audit)</b>			
<b>Item provided</b>	<b>Yes/No/NA<sup>2</sup></b>		<b>Comment</b>

Notes:

<sup>1</sup> NB DP27 also requires consideration of architectural character, impacts on archaeology, amenity and other matters which are not covered by this checklist.

<sup>2</sup> 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)
08/10/2015	Category B - £3045	Approx 4 weeks from instruction	Additional fees may be required if <ul style="list-style-type: none"> <li>• site visit required</li> <li>• audit results in documents being revised and resubmitted</li> <li>• response is required to third party comments (none pertinent to BIA at present)</li> </ul>

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).

<b>FULL Name of contact [to be sent Invoice for final costs]*</b>	
<b>Address of contact</b>	
<b>Company (if relevant)</b>	
<b>Contact telephone number</b>	
<b>Date</b>	12/10/2015

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