**Basement Impact Assessment AUDIT: Instruction**

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

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| **Case officer contact details:** | Nora-Andreea Constantinescu  [Nora-Andreea.Constantinescu@camden.gov.uk](mailto:Nora-Andreea.Constantinescu@camden.gov.uk)  02079745758 | **Date of audit request:** | | 15/07/2016 | |
| **Camden Reference:** | 2016/3495/P | **Statutory consultation end date:** | | 12/08/2016 | |
| **Site Address:** | 1 Elsworthy Terrace, NW3 3DR, London | | | | |
| **Reason for Audit:** | Planning application and new basement extension | | | | |
| **Proposal description:**  Erection of two storey building with two basement levels and front lightwell for use as a single-family dwellinghouse (Class C3) and alteration to the front boundary wall to allow pedestrian access on site. | | | | | |
| **Relevant planning background**  N/A | | | | | |
| 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 | | No |
| Surface Water flow and flooding | | No |
| Subterranean (groundwater) flow | | Unknown |
| 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 | 1. Design and Access Statement 2. Planning Statement Elsworthy 3. Basement Impact Assessment Report BIA Part 1 4. SUDS Flood Risk Assessment 5. Building Damage Assessment 6. Daylight Sunlight Assessment |
| 2 | Plan showing boundary of development including any land required temporarily during construction. | | Yes | 1. Site Location Plan 2. Proposed Ground Floor Plan (DWG 433-A-005) 3. Topographical Survey Existing 4. Proposed site, ground floor plan |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. | | No |  |
| 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 | 1. Basement Impact Assessment BIA Report Part 1– The site, Screening, Scoping, Hydrogeological Assessment, SUDS 2. Basement Impact Assessment Report Part 2 3. SUDS Flood Risk Assessment |
| 5 | Plans and sections to show foundation details of adjacent structures. | | No |  |
| 6 | Plans and sections to show layout and dimensions of proposed basement. | | Yes | 1. Proposed Plans Basement, 433-A-006 E, 2. Proposed Sections, 433-A-011 E, 433-A-012 E, 433-A-013 E, 433-A-014 E, 433-A-015 E |
| 7 | Programme for enabling works, construction and restoration. | | Yes | 1. Construction Management Plan |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding. | | Yes | 1. Building Damage Assessment 2. Basement Impact Assessment BIA Report Part 1 3. SUDS Flood Risk Assessment |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater. | |  | 1. Basement Impact Assessment BIA Report Part 1 – Screening 2. Building Damage Assessment |
| 10 | Identification of significant adverse impacts. | | N/A |  |
| 11 | Evidence of consultation with neighbours. | | No |  |
| 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 | 1. Basement Impact Assessment BIA Report Part 1 2. Building Damage Assessment |
| 13 | Ground Movement Assessment (GMA). | |  | 1. Building Damage Assessment |
| 14 | Plans, drawings, reports to show extent of affected area. | | Yes | 1. Proposed site, ground floor plan 2. Proposed Side Sections 3. Proposed Plans Basement 4. Proposed Front Section (in Proposed Ground Floor Plan, Roof Plan, Front Elevations and Sections) |
| 15 | Specific mitigation measures to reduce, avoid or offset significant adverse impacts. | |  | 1. SUDS Flood Risk Assessment 2. Basement Impact Assessment BIA Report Part 1 |
| 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. | |  | 1. Basement Impact Assessment BIA Report Part 1 2. Building Damage Assessment |
| 17 | Proposals for monitoring during construction. | |  | 1. Basement Impact Assessment BIA Report Part 1 2. Building Damage Assessment |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale | |  | 1. Building Damage Assessment |
| 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. | |  | 1. Basement Impact Assessment BIA Report Part 1 2. Building Damage Assessment |
| 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. | |  | 1. SUDS Flood Risk Assessment 2. Basement Impact Assessment BIA Report Part 1 |
| 21 | Identification of areas that require further investigation. | |  | 1. Basement Impact Assessment BIA Report Part 1 |
| 22 | Non-technical summary for each stage of BIA. | |  | 1. SUDS Flood Risk Assessment 2. Basement Impact Assessment BIA Report Part 1 |
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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)** |
| 29/07/2016 | Category A – 997.50 | Approximately 4 weeks from instruction | Additional fees may be required for   * site attendance * reviewing revised/resubmitted documentation * reviewing further third part consultation comments * reviewing assessments where significant potential impacts are identified * attending DCC |
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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)**

**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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\*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)