

**Basement Impact Assessment AUDIT: Instruction**  
**Section A (Site Summary)** – to be completed by Case Officer

<b>Case officer contact details:</b>	Charlotte Meynell	<b>Date of audit request:</b>	05/12/2016
<b>Camden Reference:</b>	2016/5846/P	<b>Statutory consultation end date:</b>	30/12/2016
<b>Site Address:</b>	Flat A, 5 Mornington Terrace, London, NW1 7RR		
<b>Reason for Audit:</b>	Planning application / Basement Extension		
<b>Proposal description:</b> Extension of existing basement to rear and erection of 2 storey upper ground and lower ground floor rear extension. Alterations to lower ground floor front windows and reconfiguration of external front staircase.			
<b>Relevant planning background</b> No planning applications.			
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	No	
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference <sup>1</sup>	No		
No/Does the scope of the submitted BIA extend beyond the screening stage?	No		

<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.	Yes	Basement Impact Assessment pg.3
2	Plan showing boundary of development including any land required temporarily during construction.	Yes/ NA	Planning Drawings – no additional land is required
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Planning Drawings
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)	No/N A	No nearby watercourses – not relevant site constraint
5	Plans and sections to show foundation details of adjacent structures.	Yes	BIA Drawings
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Planning drawings
7	Programme for enabling works, construction and restoration.	Yes	BIA Drawings
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	Ground conditions identified by BGS borehole – BIA page 4
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	No/ Na	Surface Water flow and flooding/ Subterranean (groundwater) flow not identified as issue
10	Identification of significant adverse impacts.	No	
11	Evidence of consultation with neighbours.	No	
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>	No	
13	Ground Movement Assessment (GMA).		
14	Plans, drawings, reports to show extent of	No	

	affected area.		
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	BIA page 7/ 8
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	BIA drawings
17	Proposals for monitoring during construction.	Yes	Basement Impact Assessment pg. 12
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	No	
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	Basement Impact Assessment pg. 12
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	BIA
21	Identification of areas that require further investigation.	No	
22	Non-technical summary for each stage of BIA.	Yes	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)**

<b>Date</b>	<b>Fee Categorisation (A/B/C) and costs (£ ex VAT)</b>	<b>Date estimate for initial report</b>	<b>Commentary (including timescales for completion of Initial Report)</b>
<i>5/12/2016</i>	<i>Category B - £3,045</i>	<i>Approx 4 weeks from instruction</i>	Additional fees may be required for <ul style="list-style-type: none"> <li>• site attendance</li> <li>• reviewing revised/resubmitted documentation</li> <li>• reviewing third part consultation comment</li> <li>• attending DCC.</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)**  
**For data protection reasons this section should NOT be published on the Public website.**

