

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2017/0924/P	Site Address:	106 Highgate Road London NW5 1PB
Case officer contact details:	Laura Hazelton Laura.hazelton@camden.gov.uk 02079741017	Date of audit request:	01/03/2017
Statutory consultation end date:	30/03/2017		
Reason for Audit:	Planning application / Basement Extension		
Proposal description:			
Demolition of rear outbuilding and lowering of existing rear patio area with alterations to rear window and door configurations. Lowering of internal ground floor level by 200mm and various internal alterations.			
Relevant planning background N/A			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		Yes	
Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS)		Slope stability	YES
		Surface Water flow and flooding	YES
		Subterranean (groundwater) flow	YES
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference 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)

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.

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	Planning, Design, Access & Heritage Statement -- 106 Highgate Road
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	HIRFT-L201 – Proposed Location Plans
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Planning, Design, Access & Heritage Statement -- 106 Highgate Road - Page 6
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	BIA - Part 2 of 3 - 106 Highgate Road - Hydrologist Report
5	Plans and sections to show foundation details of adjacent structures.	Yes	BIA - Part 1 of 3 - 106 Highgate Road - Report - Appendix B
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	BIA - Part 1 of 3 - 106 Highgate Road - Report - Appendix A
7	Programme for enabling works, construction and restoration.	Yes	Planning, Design, Access & Heritage Statement -- 106 Highgate Road
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	BIA - Part 1 of 3 - 106 Highgate Road – Report - Page 3, Section 4.7
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	BIA - Part 2 of 3 - 106 Highgate Road - Hydrologist Report
10	Identification of significant adverse impacts.	No	
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	BIA - Part 1 of 3 - 106 Highgate Road - Report - Appendix B Trial Hole logs
13	Ground Movement Assessment (GMA).	Yes	BIA - Part 1 of 3 - 106 Highgate Road – Report - Page 3, Section 4.7
14	Plans, drawings, reports to show extent of affected area.	Yes	Architectural Drawings: Existing Drawings: HIRFT-E001, E002, L001, P001, P005 & S001. Proposed Drawings: HIRFT-E201, E202, L201, P201, P205 & S201.
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	BIA - Part 1 of 3 - 106 Highgate Road – Report - Page 3, Section 4.6
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 - Part 1 of 3 - 106 Highgate Road - Report - Appendix A
17	Proposals for monitoring during construction.	No	
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	BIA - Part 1 of 3 - 106 Highgate Road – Report - Page 3, Section 4.1 to 4.7
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	No	

	CSM), including consideration of cumulative effects.		
21	Identification of areas that require further investigation.	No	
22	Non-technical summary for each stage of BIA.	No	
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment

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)
01/03/2017	Category B - £3,045	Approximately 4 weeks from instruction	<p><i>Additional fees may be required for</i></p> <ul style="list-style-type: none"> • <i>site attendance</i> • <i>reviewing revised/resubmitted documentation</i> • <i>reviewing third part consultation comment</i> • <i>attending DCC</i>

Note: Where changes to the fee categorisation are required during the audit process, this will require details to be updated in section E, 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.