

**Basement Impact Assessment AUDIT: Instruction**

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

<b>Camden Case Reference:</b>	2017/1060/P	<b>Site Address:</b>	Flat A, 1 Primrose Gardens, London, NW3 4UJ
<b>Case officer contact details:</b>	Charlotte Meynell	<b>Date of audit request:</b>	18/04/2017
<b>Statutory consultation end date:</b>			
<b>Reason for Audit:</b>	Planning application / Basement Extension		
<b>Proposal description:</b>			
Erection of a single storey lower ground floor rear extension with green roof and excavation to create basement beneath the proposed extension, installation of new window to the rear elevation of existing two storey side addition to the existing lower ground floor flat (Class C3).			
<b>Relevant planning background</b>			
<u>Same scheme as proposed:</u>			
2013/2479/P - Erection of a single storey lower ground floor rear extension with green roof and excavation to create basement beneath the proposed extension, installation of new window to the rear elevation of existing two storey side addition to the existing lower ground floor flat (Class C3). Granted 21/11/2013 (expired 21/11/2016).			
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	Yes	
	Subterranean (groundwater) flow	No	
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference <sup>1</sup>	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.

Does the scope of the submitted BIA extend beyond the screening stage?	Yes
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**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 (June 2013) & Design & Access Statement.
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	See drawing 383-1/M. No other land required during construction.
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	See separate photo document of location. Block Plan shows location of surrounding structures.
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	See photo document. No nearby watercourses or waterbodies.
5	Plans and sections to show foundation details of adjacent structures.	No	No foundation details available until further investigation. This is noted BIA as a site requirement.
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Drawing 383-5/L
7	Programme for enabling works, construction and restoration.	No	Not available at this point in time.
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	BIA
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	BIA
10	Identification of significant adverse impacts.	Yes	BIA
11	Evidence of consultation with neighbours.	No	Client has separately consulted 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>	Yes	Separate Trial Boring plan is provided and referenced in the BIA
13	Ground Movement Assessment (GMA).	Yes	Not a separate assessment but the issue is considered in the BIA.
14	Plans, drawings, reports to show extent of affected area.	Yes	See BIA and the plans 383-4/H, 5/L & 1/M
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	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.	No	Separate method statement to be issued at a later date.
17	Proposals for monitoring during construction.	Yes	BIA
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	BIA, but Burland Scale not referred to.
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	Further site investigations with regards to ground conditions and foundations to adjacent buildings is to be undertaken.  Reasoned Statements made in the 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	Yes	BIA

	effects.		
21	Identification of areas that require further investigation.	Yes	BIA
22	Non-technical summary for each stage of BIA.	Yes	BIA has final summary.
<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)
23/03/2017	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"> <li>• <i>site attendance</i></li> <li>• <i>reviewing revised/resubmitted documentation</i></li> <li>• <i>reviewing third part consultation comment</i></li> <li>• <i>attending DCC</i></li> </ul>

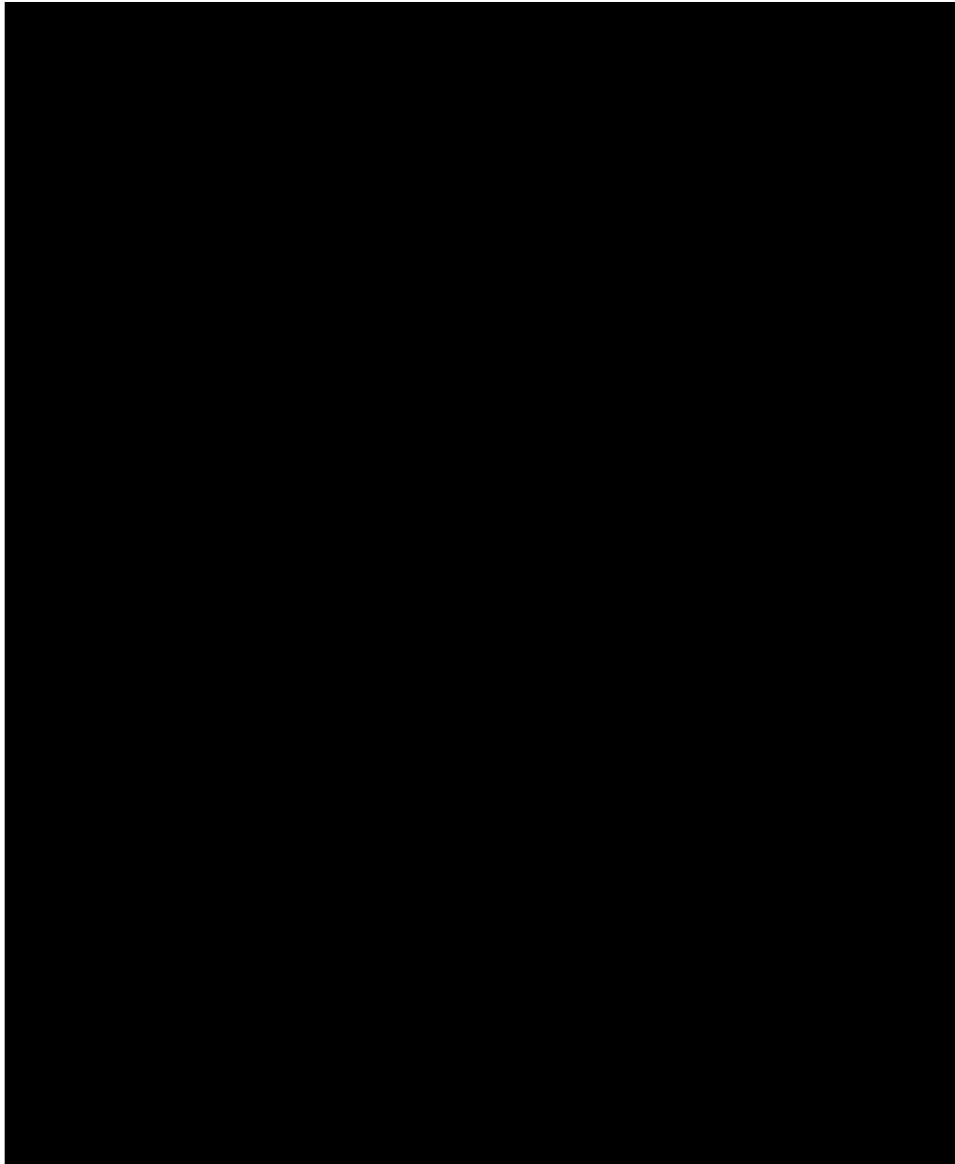
Note: Where changes to the fee categorisation are required during the audit process, this will require details to be updated in section E, with justification provided by the auditor.

These changes shall be agreed with the planning officer and the applicant, in writing before the work is undertaken.

**Section D: Audit Agreement (TO BE COMPLETED BY THE APPLICANT)**

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**Section E: Further work** (to be completed *during* audit process if further fees required)

Date	Additional Fee (£ ex VAT)	Reason for additional fee	Date of agreement from Invoicee to meet these costs
		<p><i>Additional fees are required for the following purposes:</i></p> <ul style="list-style-type: none"> <li>• <i>review BIA revisions</i></li> <li>• <i>review 3<sup>rd</sup> Party reports</i></li> <li>• <i>Attendance at Planning Committee</i></li> </ul> <p><i>[remove as necessary]</i></p> <p><i>Add details of expected date of updated Audit Report, if relevant</i></p>	

Agreement from the invoicee (Contact in Section D) is required prior to instructing the Auditors to proceed with additional fee work.