

## Basement Impact Assessment AUDIT: Instruction

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

<b>Case officer contact details:</b>	Ben.farrant@camden.gov.uk	<b>Date of audit request:</b>	10/10/2017
<b>Camden Reference:</b>	2017/4257/P	<b>Statutory consultation end date:</b>	06/11/2017
<b>Site Address:</b>	Flat 1, 5 Westbere Road, London, NW2 3SP		
<b>Reason for Audit:</b>	Planning application		
<b>Proposal description:</b>			
Excavation and extension of existing basement including formation or rear lightwell; erection of single storey rear extension (following removal of existing conservatory)			
<b>Relevant planning background</b>			
CTP/F3/5/11/13076 - The conversion of No. 5 Westbere Road; N.W.2. into 3 self-contained flats – Granted 17/05/1972			
CTP/F3/5/11/14650 - Extension and alteration at rear of 5 Westbere Road NW2 in connection with the conversion to 3 self-contained flats – Granted 29/11/1972			
Flat C – 2007/2927/P - Installation of rooflights on the front roof slope; erection of a side and a rear dormer window; alterations to the existing two storey rear extension to create a roof terrace and associated works, all in connection with enlarging the existing top floor flat – Granted 06/08/2007			
Flat 2 - 2017/4256/P - Replacement of 2 x rear sash windows with Juliet Balcony at first floor level – Under Consideration			
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	
No/Does the scope of the submitted BIA extend beyond the screening stage?	No	

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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.	Yes	Excavation and extension of existing basement including formation or rear light well
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	1305-A-SP-02
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	1305-A-PL-11
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 BIA Appendix B
5	Plans and sections to show foundation details of adjacent structures.	Yes	The houses all have partial basements already – See BIA section 12.8
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	1305-A-PL-11
7	Programme for enabling works, construction and restoration.	NA	Too early to establish this at this stage
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	See BIA
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	See BIA
10	Identification of significant adverse impacts.	Yes	See BIA
11	Evidence of consultation with neighbours.	Yes	Neighbours have been consulted

12	<p>Ground Investigation Report and Conceptual Site Model including</p> <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>	NA	Not available at this stage. There is already a basement in the house and adjacent properties. The proposal is to extend part of this basement so it is full height.
13	Ground Movement Assessment (GMA).	Yes	See BIA Appendix C
14	Plans, drawings, reports to show extent of affected area.	Yes	See DAS
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	See 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.	NA	Works are of a simple nature – and involve extending parts of an existing basement in great depth
17	Proposals for monitoring during construction.	Yes	See BIA
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	NA	Given the existing basements damage is likely to be negligible
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.	NA	Ground Movement Assessment has not been carried out. Works are of a very small scale nature
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	NA	Given the pre-existence of the basements and that the drainage runs towards the garden, there should be no adverse effects

	effects.		
21	Identification of areas that require further investigation.	Yes	See BIA
22	Non-technical summary for each stage of 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>Date</i>	<i>Category and cost -</i>	<i>This will depend on date of completion of section D but some indication is required</i>	<i>If possible please ALSO provide estimate for possible additional fees required to review consultation responses received to date.</i>
13/10/2017	Cat A - £997.50	Approximately 4 weeks from instruction	<p>Additional fees may be required for</p> <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.**

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.

<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>	

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