**Basement Impact Assessment AUDIT: Instruction**

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

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| **Camden Case Reference:** | 2017/6275/P | **Site Address:** | | 3 Eton Avenue  London  NW3 3EL | |
| **Case officer contact details:** | Emily Whittredge  Emily.whittredge@hush.com  020 7974 2362 | **Date of audit request:** | | 12/12/2017 | |
| **Statutory consultation end date:** | | 03/01/2018 | | | |
| **Reason for Audit:** | Planning application / Basement Extension | | | | |
| **Proposal description:**  Extensions to ground floor flat including basement excavation with rear extension and roof terrace, replacement conservatory at ground floor level, and associated landscaping including erection of replacement garden shed. | | | | | |
| **Relevant planning background**  2011/1475/P - Retention of shed with pitched roof and timber decking in rear garden in connection with existing residential flat (Class C3) - Granted 23/05/2011    2006/2358/P - Erection of a single storey timber framed conservatory to the rear of the existing garden flat. – Granted 17/07/2006 | | | | | |
| 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 | | N |
| Surface Water flow and flooding | | Y |
| Subterranean (groundwater) flow | | N |
| Does the application require determination by Development Control Committee in accordance with the Terms of Reference[[1]](#footnote-1) | | | N | | |
| 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 | Sections 1.0, 7.0 and 8.0 of the BIA |
| 2 | Plan showing boundary of development including any land required temporarily during construction. | | Yes | Drawing 1782/250/01 in Appendix A of the BIA |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. | | Yes | Drawings 1782/250/10 to 13 in Appendix D of the BIA |
| 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 | 1782/250/02 in Appendix A of the BIA  1782/250/08 and 09 in Appendix B of the BIA. Hydrological maps in Southern Testing Report given in Appendix E of the BIA.  See also section 1.0 of the BIA for our approach to the provision of SFRA maps. |
| 5 | Plans and sections to show foundation details of adjacent structures. | | Yes | 1782/250/14 at the end of Appendix E of the BIA |
| 6 | Plans and sections to show layout and dimensions of proposed basement. | | Yes | 1782/250/10 to 13 in Appendix D of the BIA |
| 7 | Programme for enabling works, construction and restoration. | | Yes | See Section 12.5 of the BIA |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding. | | Yes | See Screening Flow Charts in Appendix C of the BIA. See also Sections 10.2, 10.3 and 10.4 of the BIA. |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater. | | Yes | See Section 12.7 and 12.9 of the BIA. See also calculations B.1to B.15 in Appendix F1 of the BIA. |
| 10 | Identification of significant adverse impacts. | | No | The impact assessment has identified no adverse impacts. See Section 12.11 of the BIA |
| 11 | Evidence of consultation with neighbours. | | No | N/A |
| 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 | See Southern Testing Report given ion Appendix E of the BIA. |
| 13 | Ground Movement Assessment (GMA). | | Yes | See calculations B.1-B.15 in Appendix F1 of the BIA |
| 14 | Plans, drawings, reports to show extent of affected area. | | Yes | See calculation sheet B.8 in Appendix F1 of the BIA |
| 15 | Specific mitigation measures to reduce, avoid or offset significant adverse impacts. | | Yes | See Section 12.8 of 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. | | yes | See Sections 12.4 to 12.6 of BIA and drawings 1782/250/20 to 24 in Appendix G of the BIA. |
| 17 | Proposals for monitoring during construction. | | yes | See Section 12.8 of the BIA |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale | | yes | Section 12.7-8 of the BIA and calculations B.1to B.15 in Appendix F1 of the BIA. |
| 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 | See Section 12.7, 12.8, 12,11 and 12.12 (*please note a typo in the submitted document which refers to section 11.21 instead of 12.12*) |
| 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 | See Section 12.9, 12,11 and 12.12 (*please note a typo in the submitted document which refers to section 11.21 instead of 12.12*) |
| 21 | Identification of areas that require further investigation. | | No | The BIA has identified no areas requiring further assessement. |
| 22 | Non-technical summary for each stage of BIA. | | yes | Stage 1 – See section 9.1 of the BIA  Stage 2 – See section 10.5 of the BIA  Stage 3 –See section 11.1 of the BIA  ping  Stage 4 – See section 12.12 of the BIA (*please note a typo in the submitted document which refers to section 11.21 instead of 12.12*) |
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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)** |
| *Date* | *Category and cost -* | *This will depend on date of completion of section D but some indication is required* | *If possible please ALSO provide estimate for possible additional fees required to review consultation responses received to date.* |
| *02/01/2018* | *Cat B - £3,045* | *Approximately 4 weeks from instruction* | *Additional fees may be required for*   * *site attendance* * *reviewing revised/resubmitted documentation* * *reviewing third part consultation comment* * *attending DCC* |

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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| **Camden Case Reference:** | 2017/ | **Site Address:** |  |

**For data protection reasons this page should NOT be published on the Public website.**

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| 1. **FULL NAME of contact to be Invoiced by LB Camden for audit costs\*** |  |
| 1. **Address of contact** |  |
| 1. **Company (if relevant)** |  |
| 1. **Contact telephone number** |  |
| 1. **Date** |  |

[If Company name not provided then **FULL NAME** of Contact (First-name & Surname) must be provided – initials will not suffice]

**Please take particular care when completing this form to ensure that all details are correct. Form errors which result in incorrectly issued invoices will lead to delays in completion of the Audit process and may incur an administration fee.**

By completing the above form the **Contact in (i) agrees to pay the full costs**, set out in Section C, of the independent audit of the Basement Impact Assessment associated with the planning application for the site identified in Section A.

By completing the above form **the Contact in (i) acknowledges that they may be liable for additional fees**, charged at the hourly rate, 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

The case officer will confirm any additional costs to the applicant prior to instructing the Auditors to proceed.

Every effort will be made to minimise the occurrence of additional unforeseen expenses arising from the audit process.

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

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| **Date** | **Additional Fee (£ ex VAT)** | **Reason for additional fee** | **Date of agreement from Invoicee to meet these costs** |
|  |  | *Additional fees are required for the following purposes:*   * *review BIA revisions* * *review 3rd Party reports* * *Attendance at Planning Committee*   *[remove as necessary]*  *Add details of expected date of updated Audit Report, if relevant* |  |
|  |  |  |  |

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

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)