

**Basement Impact Assessment AUDIT: Instruction**

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

<b>Case officer contact details:</b>	John Diver	<b>Date of audit request:</b>	<b>25/10/2017</b>
<b>Camden Reference:</b>	<b>2017/5178/P</b>	<b>Statutory consultation end date:</b>	21/11/2017
<b>Site Address:</b>	26 West Hill Park, London, N6 6ND		
<b>Reason for Audit:</b>	Planning application/ Basement Extension		
<b>Proposal description:</b> Lower ground floor rear / side extension and associated alterations to single family dwelling (Use Class C3)			
<b>Relevant planning background N/A</b>			
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	Yes	
	Subterranean (groundwater) flow	Yes	
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.

No/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.	Y	Croft BIA [ref 161206], Section 3 Chelmer BIA [ref BIA/8417] Section 2
2	Plan showing boundary of development including any land required temporarily during construction.	Y	Croft BIA [ref 161206], Section 3 Chelmer BIA [ref BIA/8417] Section 6
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Y	Croft BIA [ref 161206], Section 3 Chelmer BIA [ref BIA/8417] Section 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)	Y	Croft BIA [ref 161206], Section 3 Chelmer BIA [ref BIA/8417] Section 6
5	Plans and sections to show foundation details of adjacent structures.	N/A	No structures immediately adjacent to proposed development
6	Plans and sections to show layout and dimensions of proposed basement.	Y	Croft BIA [ref 161206], Appendix C Chelmer BIA [ref BIA/8417] Appendix B
7	Programme for enabling works, construction and restoration.	Y	Croft BIA [ref 161206], Appendix E
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Y	Croft BIA [ref 161206], Section 1 Chelmer BIA [ref BIA/8417] Sections 3 and 4
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Y	Croft BIA [ref 161206], Section 2 Chelmer BIA [ref BIA/8417] Section 4
10	Identification of significant adverse impacts.	Y	Chelmer BIA [ref BIA/8417] Section 4
11	Evidence of consultation with neighbours.	N	[not within BIA brief agreed with client]

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>	Y	Chelmer BIA [ref BIA/8417] Section 4 and Appendix D
13	Ground Movement Assessment (GMA).	Y	Chelmer BIA [ref BIA/8417] Sections 5 and 6
14	Plans, drawings, reports to show extent of affected area.	Y	Chelmer BIA [ref BIA/8417] Sections 5 and 6
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Y	Croft BIA [ref 161206], Section 4
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.	Y	Croft BIA [ref 161206], Appendix B
17	Proposals for monitoring during construction.	Y	Croft BIA [ref 161206], Appendix C
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Y	Chelmer BIA [ref BIA/8417] Sections 6 and 7
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.	Y	Chelmer BIA [ref BIA/8417] Sections 6 and 7, Croft BIA [ref 161206], Section 4
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	Y	Chelmer BIA [ref BIA/8417] Section 7

	effects.		
21	Identification of areas that require further investigation.	Y	Chelmer BIA [ref BIA/8417] Section 7
22	Non-technical summary for each stage of BIA.	Y	Croft BIA [ref 161206]
<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>
27/11/2017	Cat C – £4,050	Approximately 4 weeks from instruction	Additional fees may be required for <ul style="list-style-type: none"> <li>• <del>site attendance</del></li> <li>• <del>reviewing revised/resubmitted documentation</del></li> <li>• <del>reviewing third part consultation comment</del></li> <li>• <del>attending DCC</del></li> </ul>
02/01/2018	Cat B - £3,045	Approximately 4 weeks from instruction	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.**

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>	[REDACTED]
<b>Address of contact</b>	26 West Hill Park, London, N6 6ND
<b>Company (if relevant)</b>	
<b>Contact telephone number</b>	[REDACTED]
<b>Date</b>	21/06/2017

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

**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.