**Basement Impact Assessment AUDIT: Instruction**

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

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| **Case officer contact details:** | Emily WhittredgeEmily.whittredge@camden.gov.uk | **Date of audit request:** | **12/06/2018** |
| **Camden Reference:** | 2017/4922/P and 2018/0497/L | **Statutory consultation end date:** | TBC |
| **Site Address:** | 133 Arlington Road, London, NW1 7ET |
| **Reason for Audit:** | Planning application  |
| **Proposal description:** Excavation of lower ground floor level to increase ceiling height; erection of part single, part two storey rear extension at lower ground and upper ground floor levels. Removal of internal walls and chimney breasts and erection of new walls in connection with reconfiguration of room layouts, installation of two roof lights in main roof; installation of secondary glazing to front first and second floor windows. Associated structural works and landscaping. |
| **Relevant planning background**2015/2528/L - Internal and external works associated with change of use from dwelling to two self-contained flats and creation of rear terrace area at raised ground floor level with associated access door and garden staircase.- Granted 03/07/2015 (Associated planning application withdrawn; not implemented).2012/6743/P & 2012/6781/L - Erection of basement extension and single storey extension to the rear of the existing dwelling house (C3) together with replacement door onto roof terrace at ground floor level.- Withdrawn 26/03/2013 (on heritage objections). |
| 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  | No |
| Surface Water flow and flooding | NO |
| Subterranean (groundwater) flow | NO |
| Does the application require determination by Development Control Committee in accordance fall the Terms of Reference[[1]](#footnote-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)**

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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.  |  | Refer to BIA prepared by LBH Wembley and the Structural Methodology Report prepared by Richard Tant Associates and the Architects Drawings. |
| 2 | Plan showing boundary of development including any land required temporarily during construction. |  | Refer to the Architects drawings 369 No.S001, No.S002 and No.A001 |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. |  | Refer to the Architects drawings 369 No.S001, No.S002, No.A001 and No.A002 and the descriptions in the BIA prepared by LBH Wembley and the Structural Methodology Report prepared by Richard Tant Associates. |
| 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) |  | Figure 2, Figure 11 of the Camden Geological, Hydrogeological and Hydrological Study |
| 5 | Plans and sections to show foundation details of adjacent structures. |  | Refer to the methodology works drawing prepared by Richard Tant Associates 4588-SM06 |
| 6 | Plans and sections to show layout and dimensions of proposed basement. |  | Refer to the Architects drawings 369 No.A001, No.A002, No.A100, No.A200 and No.A201 and the methodology works drawings prepared by Richard Tant Associates 4588-SM01, SM02, SM03, SM04, SM05, SM06, SM07, SM08 and SM09. |
| 7 | Programme for enabling works, construction and restoration. |  | N/A |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.  |  | BIA Section 4 |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater.  |  | BIA Section 7 |
| 10 | Identification of significant adverse impacts. |  | BIA Section 4 |
| 11 | Evidence of consultation with neighbours. |  | 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
 |  | BIA + Appendix |
| 13 | Ground Movement Assessment (GMA). |  | BIA Section 7.4 |
| 14 | Plans, drawings, reports to show extent of affected area. |  | BIA |
| 15 | Specific mitigation measures to reduce, avoid or offset significant adverse impacts. |  | BIA Section 7 |
| 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. |  | Refer to the methodology works drawings prepared by Richard Tant Associates 4588-SM01, SM02, SM03, SM04, SM05, SM06, SM07, SM08 and SM09. |
| 17 | Proposals for monitoring during construction. |  | N/A |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale  |  | BIA Section 7.4 |
| 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. |  | BIA Section 7.4 |
| 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 effects. |  | BIA Section 7.1 and 7.2 |
| 21 | Identification of areas that require further investigation. |  | N/A |
| 22 | Non-technical summary for each stage of BIA. |  | N/A |
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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.*  |
| *13/02/2018* | *Cat B - £3045* | *Approximately 4 weeks from instruction* | *Additional fees may be required for** *site attendance*
* *reviewing revised/resubmitted documentation*
* *reviewing third part consultation comment*
* *attending DCC*
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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.

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| **FULL Name of contact [to be sent Invoice for final costs]\***  |  |
| **Address of contact** |  |
| **Company (if relevant)** |  |
| **Contact telephone number** |  |
| **Date** |  |

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

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)