**Basement Impact Assessment AUDIT: Instruction**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Camden Case Reference:** | 2018/4590/P2018/5322/L | **Site Address:** | Flat 1, 9/10 Regent Square London WC1H 8HZ |
| **Case officer contact details:** | Emily.whittredge@camden.gov.uk | **Date of audit request:** | 19/11/2018 |
| **Statutory consultation end date:** |  |
| **Reason for Audit:** | Rear extension to listed building including excavation; within area of underground development constraints (see below). |
| **Proposal description:** Erection of part two-storey, part single storey rear extension at lower and upper ground floor levels including excavation; re-grading of rear garden levels; and replacement of non-original windows. |
| **Relevant planning background** No relevant history. |
| Do the basement proposals involve a listed building or does the site neighbour any listed buildings?  | Yes – the terrace is listed. |
| Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS) | Slope stability  | Yes |
| Surface Water flow and flooding | No |
| Subterranean (groundwater) flow | Yes |
| Does the application require determination by Development Control Committee in accordance with the Terms of Reference[[1]](#footnote-1)  | 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)**

|  |
| --- |
| **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. |  | Design Access & Heritage Statement |
| 2 | Plan showing boundary of development including any land required temporarily during construction. |  | Design Access & Heritage Statement |
| 3 | Plans, maps and or photographs to show location of basement relative to surrounding structures. |  | Design Access & Heritage Statement |
| 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) |  | Appendix A of Groundwater Assessment and appended to the Surface Water: Screening and Scoping document.  |
| 5 | Plans and sections to show foundation details of adjacent structures. |  | Design Access & Heritage Statement and Structural Drawings CA5591/01 to CA5591/05 |
| 6 | Plans and sections to show layout and dimensions of proposed basement. |  | Design Access & Heritage Statement |
| 7 | Programme for enabling works, construction and restoration. |  | Construction Method Statement P3 |
| 8 | Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.  |  | Basement Impact Assessment P8/9, Construction Method Statement P3, Surface Water: Screening and Scoping document and FRA. |
| 9 | Assessment of impact of potential risks on neighbouring properties and surface and groundwater. |  | BIA P12/13, Construction Method Statement P3 |
| 10 | Identification of significant adverse impacts. |  | BIA P15 |
| 11 | Evidence of consultation with neighbours. |  | Design Access & Heritage Statement |
| 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
 |  | Results summarised at BIA P10/11, full results at Appendix C of Groundwater Assessment. Conceptual model at P 8 of Groundwater Assessment. |
| 13 | Ground Movement Assessment (GMA). |  | BIA P12/13 |
| 14 | Plans, drawings, reports to show extent of affected area. |  | Details in all BIA related documents. |
| 15 | Specific mitigation measures to reduce, avoid or offset significant adverse impacts. |  | P10/11 of Groundwater Assessment and P 15 of the 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. |  | Construction Method Statement P4 |
| 17 | Proposals for monitoring during construction. |  | P10/11 of Groundwater Assessment, P12-15 of BIA and Construction Method Statement P7 |
| 18 | Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale  |  | Construction Method Statement P7 |
| 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. |  | Construction Method Statement P8 |
| 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. |  | P11 of Groundwater Assessment,P13 of BIA and Surface Water Screening, Construction Method Statement P9 |
| 21 | Identification of areas that require further investigation. | NA | No further investigation required apart from monitoring during construction. |
| 22 | Non-technical summary for each stage of BIA. | NA  | Given the modest nature of the proposals the BIA documents are concise and so a separate summary is not deemed necessary. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |
| **Additional BIA components (added during Audit)** |  |  |
| **Item provided** | **Yes/No/NA2** |  | **Comment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Notes:

1 NB policy A5 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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.*  |
| *05/11/2018* | *Category B - £3,045*  | *Approximately 4 weeks from instruction* | *Additional fees may be required for** *site attendance*
* *reviewing revised/resubmitted documentation*
* *reviewing third party consultation comments*
* *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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Camden Case Reference:** |  | **Site Address:** | Flat 1, 9/10 Regent Square |

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

**Who will be paying the invoice:**

|  |  |
| --- | --- |
| 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**
 |  |

**Where the invoice should be sent:**

|  |  |
| --- | --- |
| **Company name, contact name and address of where to send invoice (if different from above)** |  |
| **Contact email address** |  |
| **Contact telephone number** |  |

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

**Please be advised an administration fee of £20 will be added to the invoice to cover the costs of the council processing the application**

**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**)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Additional Fee (£ ex VAT)** | **Reason for additional fee**  | **Date of agreement from Invoice 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 Planning Committee (PC). From time to time applications which would normally be determined by officers under delegated authority are referred by the Director of Regeneration and PC for decision. Where the Auditor makes representations at PC on behalf of an application the fees for attendance will be passed to the applicant. [↑](#footnote-ref-1)