

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2018/6349/P & 2019/0421/L	Site Address:	19 Well Road London NW3 1LH
Case officer contact details:	Kate.Henry@camden.gov.uk	Date of audit request:	23/01/2019
Statutory consultation end date:		TBC	
Reason for Audit:	Planning application and Listed Building Consent with basement extension		
Proposal description: Extension to existing basement, under front garden, including 2x lightwells; extension to existing lightwell to form 2x covered storage areas			
Relevant planning background N/A			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		Yes – Grade II	
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 – Bagshot Beds
		Subterranean (groundwater) flow	Yes
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹		TBC	
No/Does the scope of the submitted BIA extend beyond the screening stage?		No	

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.

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.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Section 2
2	Plan showing boundary of development including any land required temporarily during construction.		BIA appendices and also within Section 2 of the Structural Engineers Report (SER).
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Drawings 01 – 03
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	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Section 3 contains appropriate extracts of plans and maps.
5	Plans and sections to show foundation details of adjacent structures.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Appendix F
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Multiple sections of SER as below list - 3.4, 3.5, 3.6 - 4.0-4.5 Also within SER appendices of structural drawings and proposed sequence of works.
7	Programme for enabling works, construction and restoration.	Yes	SER section 4 includes a detailed Basement Construction Sequence.
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Sections 11 - 14
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – primarily Sections 5 and 11
10	Identification of significant adverse impacts.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Sections 11 - 13
11	Evidence of consultation with neighbours.	Yes	Construction Management Plan. Pages 21-23

			Sample letters outlining the project have been sent to residents within a 50 metre radius
12	Ground Investigation Report and Conceptual Site Model including <ul style="list-style-type: none"> - Desktop study - exploratory hole records - results from monitoring the local groundwater regime - confirmation of baseline conditions - factual site investigation report 	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) Ground Investigation Report (Ref STQ4531-G01)
13	Ground Movement Assessment (GMA).	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Section 5
14	Plans, drawings, reports to show extent of affected area.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Section 5 and Drawing 04
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	Temporary works props and movement monitoring targets and trigger points shown indicatively within SER report and appendices.
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	SER Report 4 Suggested Basement Construction Sequence 11 4.1 Basement Construction & Temporary Works 11 4.2 Site Set-up and Initial Temporary works 11 4.3 Excavation of Basement 11 4.4 Superstructure Construction Phase 11 4.5 Construction Sequence Diagram 12
17	Proposals for monitoring during construction.	Yes	SER Report 5 Movement Monitoring Proposals 13 5.1 Monitoring 13 5.2 Monitoring survey points 13 5.3 Location of Monitoring Targets 13 5.4 Timing and Frequency of Monitoring 13 5.5 Method of Monitoring 13 5.6 Trigger Levels for Action 13
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Section 5.3.1
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	Yes	SER Section 6 - Impacts on Surrounding Structures & Conclusion, 6.1 Safeguarding the Stability of Existing Buildings & Environment, 6.2 Ground Movement Assessment & Predicted Building Movements, 6.3 Structural Report Conclusions. BIA Sections 11.2.1 – 11.2.4 inclusive.

	Sequence Methodology), including consideration of cumulative effects.		
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	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Section 13
21	Identification of areas that require further investigation.	NA	No areas of further investigation required.
22	Non-technical summary for each stage of BIA.	Yes	Basement Impact Assessment Report (Ref STQ4531-BIA01) – Section 14
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment

Notes:

¹NB DP27 also requires consideration of architectural character, impacts on archaeology, amenity and other matters which are not covered by this checklist.

²Where 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)
<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>
28/01/2019	Cat B - £3,045.00	Approximately 4 weeks from instruction	Additional fees may be required for <ul style="list-style-type: none"> ∞ 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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i. FULL NAME of contact to be Invoiced by LB Camden for audit costs*	
ii. Address of contact	
iii. Company (if relevant)	
iv. Contact telephone number	
v. Date	24 FEBRUARY 2019

[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)

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"> ∞ review BIA revisions ∞ review 3rd Party reports ∞ Attendance at Planning Committee <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.