

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2019/0663/P	Site Address:	6 Kidderpore Avenue, London, NW3 7SP
Case officer contact details:	Emily.whittredge@camden.gov.uk 020 7974 2362	Date of audit request:	25/03/2019
Statutory consultation end date:			
Reason for Audit:	Planning application / Basement Extension		
Proposal description:			
Erection of single storey rear extension at lower ground floor level, including excavation of the building footprint to lower the floor level, and formation of two front light wells.			
Relevant planning background			
N/A			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?	Yes. The Skeel Library, King's College (GII) is 32m to the west of 6 Kidderpore Avenue.		
Is the site in an area of relevant constraints? (check site constraints in M3/Magic GIS)	Slope stability	Y	
	Surface Water flow and flooding	Y	
	Subterranean (groundwater) flow	Y	
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹	N		
Does the scope of the submitted BIA extend beyond the screening stage?	Y		

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	Yes	Chapter 2 of Michael Alexander 'P3439 Basement Impact Assessment v1.5' and PURA Design and Access Statement
2	Yes	Appendix D of Michael Alexander 'P3439 Basement Impact Assessment v1.5' and PURA Architectural drawings 20-102M and Location Plan.
3	Yes	Appendices A and D of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
4	Yes	Chapters 3 and 5 of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
5	Yes	Appendix D of Michael Alexander 'P3439 Basement Impact Assessment v1.5' and Appendix 3 of Jomas Associates 'Basic Geotechnical Ground Investigation Report to Supplement a Basement Impact Assessment' reference number P994511083
6	Yes	Appendix D of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
7	TBC	Refer to Construction Management Plan as submitted
8	Yes	Chapters 3.00, 4.00 and 5.00 of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
9	Yes	Chapters 3.04, 4.04 and 5.04 of Michael Alexander 'P3439 Basement Impact Assessment v1.5'

10	Identification of significant adverse impacts.	Yes	Non-Technical Executive Summary of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
11	Evidence of consultation with neighbours.	TBC	ongoing
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	Jomas Associates 'Basic Geotechnical Ground Investigation Report to Supplement a Basement Impact Assessment' reference number P9945J1083 <ul style="list-style-type: none"> - Chapter 2 - Appendix 3 - Clause 3.5 - Chapter 4 - Jomas Associates Report P9945J1083
13	Ground Movement Assessment (GMA).	Yes	Jomas Associates 'Kidderpore Avenue – Ground Movement Assessment' reference number P9945J1083/rs
14	Plans, drawings, reports to show extent of affected area.	Yes	Michael Alexander 'P3439 Basement Impact Assessment v1.5', Jomas Associates 'Basic Geotechnical Ground Investigation Report to Supplement a Basement Impact Assessment' reference number P9945J1083 and 'Kidderpore Avenue – Ground Movement Assessment' reference number P9945J1083/rs
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	Chapter 4.04 and Appendix E of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
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	Appendices D and E of Michael Alexander 'P3439 Basement Impact Assessment v1.5' and chapter 2 of Jomas Associates 'Kidderpore Avenue – Ground Movement Assessment' reference number P9945J1083/rs
17	Proposals for monitoring during construction.	Yes	Clauses 4.04.10, 4.04.11 and Appendix E of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	Pages 10,11 and 12 Jomas Associates 'Kidderpore Avenue – Ground Movement Assessment' reference number P9945J1083/rs
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	Yes	Chapter 4.04 and Appendix E of Michael Alexander 'P3439 Basement Impact Assessment v1.5' and chapter 3 Jomas Associates 'Kidderpore Avenue – Ground Movement Assessment' reference number

	Construction Sequence Methodology), including consideration of cumulative effects.		P9945J1083/rs
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	Chapters 3.04 and 5.04 of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
21	Identification of areas that require further investigation.	No	None identified
22	Non-technical summary for each stage of BIA.	Yes	Non-Technical Executive Summary, page 2, of Michael Alexander 'P3439 Basement Impact Assessment v1.5'
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment

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)

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>
04/04/2019	Category B - £3,045	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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For data protection reasons this page should NOT be published on the Public website.

i. FULL NAME of contact to be Invoiced by LB Camden for audit costs*	[REDACTED]
ii. Address of contact	[REDACTED]
iii. Company (if relevant)	
iv. Contact telephone number	[REDACTED]
v. Date	29.03.2019

[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"> • <i>review BIA revisions</i> • <i>review 3rd Party reports</i> • <i>Attendance at Planning Committee</i> <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.