

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2018/4547/INVALID	Site Address:	31 St Mark's Crescent London NW1 7TT
Case officer contact details:	John Diver	Date of audit request:	19/12/18
Statutory consultation end date:		tbc	
Reason for Audit:	Material change to permitted basement extent		
Proposal description:			
Single storey rear extension and excavation of basement to dwelling including no.1 rear lightwell. Installation of rooflights and replacement to windows to main house. Relandscaping to rear garden and replacement jetty to canal (amalgamation/minor variation to works approved under applications 2016/7071/P, 2017/1534/P, 2017/2684/P & 2018/5835/P)			
Relevant planning background			
2018/5835/P – Non-material amendment application granted on the 05/04/2019 for ‘Changes to design of rear fenestration to scheme of alterations approved, including single storey rear extension with terrace and changes to windows and lightwell, under planning permission 2016/7071/P dated 14/03/2017’			
2017/2684/P – Certificate of lawfulness granted on the 12/06/2017 for the ‘Alteration to rear fenestrations of the closest wing of dwellinghouse (C3) to provide full height picture window’			
2017/1534/P – Planning permission granted subject to s106 legal agreement for the ‘Excavation of a basement extension to single-family dwelling (Use Class C3) including no.1 rear lightwell and associated alterations to rear garden level.’			
2016/7071/P – Planning permission granted on the 14/03/2017 for ‘Alterations to the single family dwelling house (Use Class C3) including: the erection of single storey rear extension with terrace above; replacement of timber framed sash windows with double glazed, matching windows to front and rear elevations; installation of no.4 rooflights to main roof; alterations to fenestrations and height of side annex as well as front lightwell’			
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 ¹	No	
Does the scope of the submitted BIA extend beyond the screening stage?	Yes	

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.

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	Chelmer Global BIA Addendum 03-2019 (Section 3)
2	Yes	Chelmer Global BIA 02-2017 (Appendix B, and drawings by Farrell Design Studios)
3	Yes	Chelmer Global BIA 02-2017 (Figure 16 & Appendix B)
4	Yes	Chelmer Global BIA 02-2017 (Section 3)
5	Yes	Chelmer Global Factual Report (Appendix F of Chelmer Global BIA 02-2017)
6	Yes	Drawings by Farrell Design Studios
7	Yes	Croft BIA (Appendix B)
8	Yes	Chelmer Global BIA 02-2017 (Section 3 & 4)
9	Yes	Chelmer Global BIA 02-2017 (Section 4) and Chelmer Global BIA Addendum 03-2019 (Section 4)
10	Yes	Chelmer Global BIA Addendum 03-2019 (Section 4), however none were identified
11	Yes & No	Croft BIA (Appendix F) for communication with Canal and River Trust. Consultation with residential neighbours

			not within BIA remit.
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	Chelmer Global BIA 02-2017 (Section 3 and Appendix F)
13	Ground Movement Assessment (GMA).	Yes	Chelmer Global BIA 02-2017 (Section 5) and Chelmer Global BIA Addendum 03-2019 (Section 4.3 & 4.4)
14	Plans, drawings, reports to show extent of affected area.	Yes	Chelmer Global BIA 02-2017 (Section 6)
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	Chelmer Global BIA 02-2017 (Section 4) and Chelmer Global BIA Addendum 03-2019 (Section 4, where relevant)
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	Croft BIA (Appendix B) Chelmer Global BIA 02-2017
17	Proposals for monitoring during construction.	Yes	Croft BIA (Appendix E)
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	Chelmer Global BIA 02-2017 (Section 6) and Chelmer Global BIA Addendum 03-2019 (Section 4.4)
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.	Yes	Has to be provided by Croft and/or Contractor, because only they can state what will be done or “maintained”. Croft BIA (Appendix C)
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	Yes	Chelmer Global BIA 02-2017 (Section 4) and Chelmer Global BIA Addendum 03-2019 (Section 4.5), subject to formal design of the SuDS scheme and full implementation of that design in the actual

	reference to ground investigation, BIA and CSM), including consideration of cumulative effects.		works.
21	Identification of areas that require further investigation.	Yes	Croft BIA (end of Section 4, Appendix C) Chelmer Global BIA Addendum 03-2019 (Section 4, where relevant & Section 5)
22	Non-technical summary for each stage of BIA.	Yes	Chelmer Global BIA 02-2017 and Chelmer Global BIA Addendum 03-2019
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment

Notes:

¹NB policy A5 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>

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.

Who will be paying the invoice:

i. FULL NAME of contact to be Invoiced by LB Camden for audit costs*	Neil Beard
ii. Address of contact	31 St Mark's Crescent, London, NW1 7TT
iii. Company (if relevant)	
iv. Contact telephone number	[REDACTED]
v. Date	16/04/2019

Where the invoice should be sent:

Company name, contact name and address of where to send invoice (if different from above)	Neil Beard
Contact email address	[REDACTED]
Contact telephone number	[REDACTED]

[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 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.