

Basement Impact Assessment AUDIT: Instruction

Section D: Audit Agreement (TO BE COMPLETED BY THE APPLICANT)

Camden Case Reference:	2019/2546/P & 2019/3006/L Error! Reference source not found.Error! Reference source not found.	Site Address:	79 Guilford Street, London WC1N 1DF
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For data protection reasons this page should NOT be published on the Public website.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*	Andrew Pingannaud
ii. Address of contact	79 Guilford Street, London WC1N 1DF
iii. Company (if relevant)	
iv. Contact telephone number	07747740652
v. Date	15.05.2019

Where the invoice should be sent:

Company name, contact name and address of where to send invoice (if different from above)	
Contact email address	andrewgbw@gmail.com
Contact telephone number	07747740652

[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.