

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2019/4822/P	Site Address:	10 Glenmore Road London NW3 4DB
Case officer contact details:	Charles Thuaire 020 7974 5867	Date of audit request:	25.11.19
Statutory consultation end date:		24.11.19	
Reason for Audit:	Planning application for excavation for extended basement floor		
Proposal description:			
Excavation to lower front part of existing basement floor and to extend it further to rear under house; alterations to the front garden to create lightwell and new window for basement floor; installation of new front garden boundary fence; alterations to the rear/side elevations with reconfiguration of existing ground floor rear extension.			
Relevant planning background			
None			
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	no	
	Subterranean (groundwater) flow	yes	
Does the application require determination by Development Control Committee in accordance fall the Terms of Reference ¹	no		

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.

Does the scope of the submitted BIA extend beyond the screening stage?	yes
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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	Planning statement and application form
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	Site location plan
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Appendix A
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	Appendix D
5	Plans and sections to show foundation details of adjacent structures.	Yes	Appendix A
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	Drawing no. 19029.201
7	Programme for enabling works, construction and restoration.	Yes	Appendix A (construction sequence)
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	BIA section 1.1.9, and section 8.2
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	BIA section 8.1.1
10	Identification of significant adverse impacts.	Yes	BIA summary
11	Evidence of consultation with neighbours.	No	

12	<p>Ground Investigation Report and Conceptual Site Model including</p> <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	Appendix B
13	Ground Movement Assessment (GMA).	Yes	BIA section 7.3
14	Plans, drawings, reports to show extent of affected area.	No	
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	No	
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	BIA section 7.4 Appendix B
17	Proposals for monitoring during construction.	Yes	BIA Section 7.4
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	BIA section 7.4 and 8.2.3
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	BIA Section 7.3 and 7.4
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	Yes	BIA Section 1.1.6

	CSM), including consideration of cumulative effects.		
21	Identification of areas that require further investigation.	No	
22	Non-technical summary for each stage of BIA.	Yes	BIA Section 1.0
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)
<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>
03/12/2019	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 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.