

Camden Town Hall - Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	i) 2019/2238/P ii) 2019/2257/L	Site Address:	Camden Town Hall Judd Street London WC1H 9JE
Case officer contact details:	David Fowler	Date of audit request:	18/06/2019
Statutory consultation end date:		09/06/2019	
Reason for Audit:	Excavation		
Proposal description:			
<p>The part change of use of the Camden Town Hall from Sui Generis (Town Hall) at (part) basement, second and third floors to office use (B1), and the change of use of the Camden Centre from Sui Generis (Town Hall) to Events use (comprising D2 with ancillary A3 and A4 use). Retention of Sui Generis (Town Hall) uses at ground, first floor and part basement. External physical works to include the demolition of the 3rd floor conservatory and replacement infill pavilion, demolition of 1960s Euston Road entrance, covering over 3 No. lightwells at roof level, opening up for 2No. new doorways on Bidborough Street and 2No. new doorways on Tonbridge Walk, works to the Judd Street entrance, refurbishment of windows, cleaning and facade repairs. Internal works include the refurbishment and conservation repairs to ground and first floor to improve civic and democratic services, refurbishment and changes to layout on basement, second and third floor to accommodate new offices, installation of new circulation core in south east lightwell, new office reception, new lift and dumbwaiter in the Camden Centre. New roof plant and services throughout, targeted basement excavation for lift pits and attenuation tanks, waste storage, cycle parking, public realm improvements, new on street loading bay and other associated works.</p>			
Relevant planning background			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		Yes – Grade II listed	
Is the site in an area of relevant constraints?		Slope stability	Yes

(check site constraints in M3/Magic GIS)	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	Yes	
Does the scope of the submitted BIA extend beyond the screening stage?	Don't know	

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	Description of proposed development.	Yes	BIA report (section 2.3)
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	Appendix 1: Structural Drawings
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	YES	Appendix 1: Structural Drawings
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	BIA report (section 3)
5	Plans and sections to show foundation details of adjacent structures.	N/A	Negligible ground movement/impact to adjacent structures. Campbell Reith has accepted that all surrounding structures are outside the zone of influence of the proposed basement alterations.
6	Plans and sections to show layout and dimensions of proposed basement.	YES	Appendix 1: Structural Drawings
7	Programme for enabling works, construction and restoration.		Construction Programme Start on site date 14 th September 2020 Completion Date 1 st August 2022
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	yes	BIA report (section 7) . No Impact on neighbouring properties, slope stability and surface/ground water flooding aas accepted byt Cambell Reith in the BIA audit report
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	yes	BIA report (section 7). No Impact on neighbouring properties, slope stability and surface/ground water flooding aas accepted byt Cambell Reith in the BIA audit report
10	Identification of significant adverse impacts.	yes	BIA report (section 7). No Impact on neighbouring properties, slope stability and surface/ground water flooding aas

			accepted by Cambell Reith in the BIA audit report
11	Evidence of consultation with neighbours.	YES	Appendix 2: Utilities Correspondence
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	BIA report (section 3). SI report carried out by Soiltechnics and received on April 2020. A copy is provided in the Basement Construction Plan
13	Ground Movement Assessment (GMA).	Yes	BIA report (section 6.3). No Impact on neighbouring properties, slope stability and surface/ground water flooding aas accepted by Cambell Reith in the BIA audit report. Refer to AKTII's technical note submitted with the proforma for an assessment of impact on host property
14	Plans, drawings, reports to show extent of affected area.	Yes	Appendix 1: Structural Drawings
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	N/A	No significant impacts have been identified
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 report (section 2.3.1) and refer to the Basement Construction Plan
17	Proposals for monitoring during construction.	Yes	Refer to the outline structural movement monitoring strategy/plan presented in the Basement Construction Plan.
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	BIA report (section 7). No Impact on neighbouring properties, slope stability and surface/ground water flooding aas accepted by Cambell Reith in the BIA audit report.
19	Confirmatory and reasoned statement with supporting evidence that the structural stability of the building and neighbouring	YES	BIA report (section 7). CampbellReith has accepted that all surrounding structures are outside the zone of influence of the

	properties will be maintained (by reference to BIA, Ground Movement Assessment and Construction Sequence Methodology), including consideration of cumulative effects.		proposed basement alterations. Refer to AKTII's technical note submitted with the proforma for an assessment of impact on host property
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	Appendix 4: Drainage Strategy. Refer to the Basement Construction Plan
21	Identification of areas that require further investigation.	Yes	Intrusive investigations of the existing building structure and ground investigations have been undertaken to validate and confirm assumptions made in the BIA
22	Non-technical summary for each stage of BIA.	YES	BIA report (section 1)
Additional BIA components (added during Audit)			
Item provided		Yes/No/N A²	Comment
1	Trench sheeting methodology	Yes	Refer to BCP Section 14.3
2	Underpinning methodology	Yes	Refer to Technical Note Appendix A
3	Other items raised in the Audit report	Yes	Refer to Appendix B

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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>

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)

Camden Case Reference:		Site Address:	Camden Town Hall - Judd Street, London, WC1H 9JE
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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*	Dan Murray
ii. Address of contact	5 Pancras Square, N1C 4AG
iii. Company (if relevant)	London Borough of Camden
iv. Contact telephone number	020 7974 8635
v. Date	22/07/20

Where the invoice should be sent:

Company name, contact name and address of where to send invoice (if different from above)	London borough of Camden Dan Murray 5 Pancras Square, N1C 4AG
Contact email address	dan.murray@camden.gov.uk
Contact telephone number	020 7974 8635

[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.