

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2021/1335/P & 2021/2449/L	Site Address:	3 Hampstead Hill Gardens, London, NW3 2PH
Case officer contact details:	Charlotte Meynell	Date of audit request:	20/05/2021
Statutory consultation end date:	06/06/2021		
Reason for Audit:	Basement development		
Proposal description: Erection of replacement single storey outbuilding in rear garden including excavation of basement beneath.			
Relevant planning background PWX0202144 - Demolition of pre-cast concrete garage and timber tool shed and erection of a timber framed structure to be used as a gym and a replacement garden shed. Planning permission granted 16/04/2002			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		Yes – site is Grade II listed	
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
		50m buffer to Claygate Beds	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	Description of proposed development.	Y	BIA CMS DAF
2	Plan showing boundary of development including any land required temporarily during construction.	Y	BIA CMS DAF
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Y	BIA CMS DAF
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)	Y	BIA CMS DAF
5	Plans and sections to show foundation details of adjacent structures.	Y	BIA CMS DAF
6	Plans and sections to show layout and dimensions of proposed basement.	Y	BIA CMS DAF
7	Programme for enabling works, construction and restoration.	Y	BIA CMS DAF
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Y	BIA CMS DAF
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Y	BIA CMS DAF
10	Identification of significant adverse impacts.	Y	BIA CMS DAF
11	Evidence of consultation with neighbours.	Y	Direct client consultation

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 	Y	BIA CMS DAF
13	Ground Movement Assessment (GMA).	Y	BIA CMS DAF
14	Plans, drawings, reports to show extent of affected area.	Y	BIA CMS DAF
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Y	BIA CMS DAF
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.	Y	BIA CMS DAF
17	Proposals for monitoring during construction.	Y	BIA CMS DAF
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Y	BIA CMS DAF
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.	Y	BIA CMS DAF
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	Y	BIA CMS DAF

	CSM), including consideration of cumulative effects.		
21	Identification of areas that require further investigation.	Y	BIA CMS DAF
22	Non-technical summary for each stage of BIA.	Y	BIA CMS DAF
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)
13/05/2021	Category B - £3045	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<ul style="list-style-type: none">• attending planning committee

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.