

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2021/3072/P	Site Address:	111 Frognal, London, NW3 6XR
Case officer contact details:	Laura Hazelton	Date of audit request:	24/06/2021
Statutory consultation end date:		23/07/2021	
Reason for Audit:	Ground excavations		
<p>Proposal description: Variation of condition 3 (approved drawings) of planning permission ref: 2019/6089/P granted 03/03/2020 for the erection of basement room beneath garden, erection of single storey rear extension at upper ground level and reinstatement of historic gabled rear elevation; replacement front dormer windows; internal and external refurbishment (summary); Namely, changes to internal layouts, changes to footprint of rear extensions at ground and lower ground floor level, replacement of rear wall, and changes to new window design.</p>			
<p>Relevant planning background: Previous approval for basement beneath rear extension - ref 2019/6089/P – Works were not completed in accordance with the approval – larger foundations which extend closer to boundary with neighbour.</p>			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		Yes	
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/ NA ²	Name of BIA document/appendix in which information is contained.
1 Description of proposed development.	YES	SEE BIA 20/10/2019
2 Plan showing boundary of development including any land required temporarily during construction.	YES	SEE BIA & CONSTRUCTION DRAWINGS
3 Plans, maps and or photographs to show location of basement relative to surrounding structures.	YES.	BUT NOTE WORKS ARE <u>NOT</u> FOR A BASEMENT
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	SEE BIA
5 Plans and sections to show foundation details of adjacent structures.	YES	SEE CONSTRUCTION DRAWINGS
6 Plans and sections to show layout and dimensions of proposed basement.	NA	WORKS ARE <u>NOT</u> FOR A BASEMENT
7 Programme for enabling works, construction and restoration.	NO	REFER CLIENT. WORKS PROGRAMME SUBJECT TO PLANNING.
8 Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	YES	SEE BIA
9 Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	YES	SEE BIA
10 Identification of significant adverse impacts.	YES	SEE BIA
11 Evidence of consultation with neighbours.	YES	SEE SEPARATE LETTER RE: STATUS OF PARTIAL AWARDS

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	REFER BIA
13	Ground Movement Assessment (GMA).	YES	REFER BIA SLOPING.
14	Plans, drawings, reports to show extent of affected area.	YES	SEE CONSTRUCTION DRAWINGS
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	NA	NO SIGNIFICANT ADVERSE IMPACTS IDENTIFIED IN BIA
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	SEE CONSTRUCTION DRGS BUT WORKS ARE NOT CREATING A BASEMENT.
17	Proposals for monitoring during construction.	YES	VIA PARTY WALL PROCEDURES SEE SEPARATE LETTER
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	YES	PARTY WALL SURVEYORS AGREE LESS THAN BURLAND SCALE 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	REFER CONSTRUCTION DRAWINGS AND PARTY WALL MATTERS TOGETHER WITH SLOPING SET OUT IN THE BIA REPORT.
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	REFER BIA

	CSM), including consideration of cumulative effects.		
21	Identification of areas that require further investigation.	YES	BIA SUPPLYING CONCLUDED NO FURTHER INVESTIGATIONS RECD
22	Non-technical summary for each stage of BIA.	YES	SEE BIA
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA ²		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>
28/06/2021	Category C – TOR hourly rates initially capped at £1,200 + VAT	4 weeks	<p>The fee assumes all the required information is presented and the audit is completed within a single review. Additional fees may apply for:</p> <ul style="list-style-type: none"> - Submission of additional documents requiring further review. - Meetings - Site visits - Attendance at LBC 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.

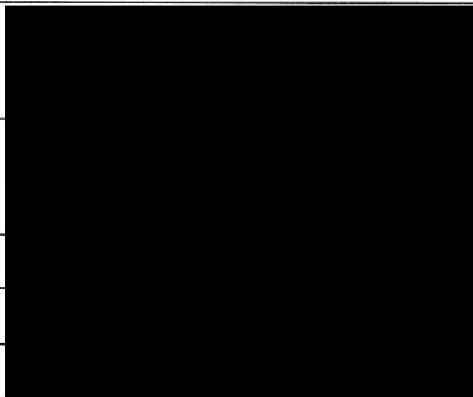
These changes shall be agreed with the planning officer and the applicant, in writing before the work is undertaken.

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

Camden Case Reference:	2021/3072/P	Site Address:	111 FROGNAL
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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*	
ii. Address of contact	
iii. Company (if relevant)	
iv. Contact telephone number	
v. Date	

[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 £60 + VAT will be added to the invoice to cover the costs of the council processing the application.

WHOWEVER SUBMITS THIS FORM SHALL ACCEPT RESPONSIBILITY FOR PAYMENT. WE THEREFORE CANNOT ACCEPT INSTRUCTION FORMS FILLED OUT BY A THIRD PARTY ON BEHALF OF SOMEONE ELSE

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 additional 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.