

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2022/1603/P	Site Address:	The Greenwood Centre, Greenwood Place & Highgate Day Centre, 19-37 Highgate Road London NW5 1LB
Case officer contact details:	Kate Henry Kate.Henry@camden.gov.uk 020 7974 3794	Date of audit request:	13/04/2022
Statutory consultation end date:		TBC	
Reason for Audit:	New basement below Highgate Centre site building		
<p>Proposal description: Variation of Conditions 2 (development in accordance with approved plans) and 15 (social enterprise unit opening hours) granted under reference 2013/5947/P, dated 18/06/2014 (as amended by reference 2015/3151/P, 2016/0936/P, 2017/0363/P, 2017/01518/P, 2021/5384/P and 2022/0929/P) (for: Demolition of existing buildings and redevelopment to provide: a new Centre for Independent Living at Greenwood Place; and mixed-use development at Highgate Road comprising residential units, including supported affordable housing units, and social enterprise space; highway improvements; plant, landscaping; servicing; disabled car parking etc.). Amendments to Highgate Road site to include excavation of basement, installation of substation at ground floor, reconfiguration of internal layout, provision of 5x supported living units at ground floor level, 5x net additional residential units, elevational changes, material changes and associated plant, landscaping, servicing, cycle and refuse storage alterations.</p>			
<p>Relevant planning background</p> <p>2013/5947/P: Demolition of existing buildings and redevelopment to provide: a new 3,228sqm (GIA) Centre for Independent Living (CIL) (Class D1) comprising 3 storeys plus basement at Greenwood Place; a part 5 part 7 storey mixed-use development at Highgate Road comprising 42 residential units (including 8 supported affordable housing units) and 100sqm (GIA) social enterprise in flexible retail, restaurant/café, office or community use (Classes A1/A3/B1/D1) at ground floor level; highway improvements to Greenwood Place, and associated plant, landscaping, servicing and disabled car parking. Granted 18/06/2014</p> <p>2022/0929/P: Non-material amendment to alter the development description to remove reference to storey height and number of residential units, of planning permission 2013/5947/P, dated 18/06/2014 (as amended by 2015/3151/P, 2016/0936/P, 2017/0363/P, 2017/0518/P and 2021/5384/P) (for: Demolition of existing buildings and redevelopment to provide: a new Centre for Independent Living at Greenwood Place; and mixed-use development at Highgate Road comprising residential units, including supported affordable housing units, and social enterprise space; highway improvements; plant, landscaping; servicing; disabled car parking etc.). Granted 14/03/2022</p> <p>2021/5384/P: Non-material amendment to wording of condition 11 (details of noise insulation / mitigation) of planning permission 2013/5947/P, dated 18/06/2014 (as amended by 2015/3151/P, 2016/0936/P, 2017/0363/P and 2017/0518/P) (for: Demolition of existing buildings and redevelopment to provide: a new Centre for Independent Living at Greenwood</p>			

Place; and mixed-use development at Highgate Road comprising residential units, including supported affordable housing units, and social enterprise space; highway improvements; plant, landscaping; servicing; disabled car parking etc.), namely to allow demolition and enabling works to occur before the submission of relevant details

2018/2493/P: Change of use of floorspace within the consented substantially completed Greenwood Centre (ref: 2013/5947/P dated 18/06/14) from community use (D1) to flexible community centre/office use (D1/B1). **Granted 31/10/2018**

2017/0518/P: Variation of condition 2 (development in accordance with approved plans) granted under reference 2013/5947/P dated 18/06/14 (as amended by reference 2015/3151/P, 2016/0936/P and 2017/0363/P) for redevelopment to provide a Centre for Independent Living (D1) comprising 3 storeys plus basement at Greenwood Place; a part 5 part 7 storey mixed-use development at Highgate Road (42 residential units, 100sqm (GIA) social enterprise space (A1/A3/B1/D1) and associated works. CHANGES ARE to include a substation on the ground floor, extensions to lift shafts and staircases, alterations to side element, removal of rooflights, internal configuration and other minor external changes. **Granted 07/04/2017**

2017/0363/P: (NMA) Reduction in the size of the basement and minor internal and external alterations as indicated on the drawings and amendments to the wording of conditions 6 (landscaping) and 12 (noise insulation details); to development granted 2013/5947/P dated 18/06/14 (and varied by 2015/3151/P dated 29/07/15) for redevelopment of the sites including a new Centre for Independent Living on Greenwood Place. **Granted 26/01/2017**

2016/0936/P: (NMA) External alterations to the front elevation and internal alterations to the layout of the ground floor involving the relocation of the café to the front, as an amendment to planning permission ref. 2013/5947/P dated 18/06/14 for demolition of existing buildings and redevelopment to provide a Centre for Independent Living (Class D1) comprising 3 storeys plus basement at Greenwood Place and associated works, as further revised by planning permission ref. 2015/3151/P dated 29/07/15. **Granted 11/10/2016**

2015/3151/P: Variation of condition 2 (approved plans) granted under reference 2013/5947/P dated 18/06/14 (for the Demolition of existing buildings and redevelopment to provide: a new 3,228sqm (GIA) Centre for Independent Living (CIL) (Class D1) comprising 3 storeys plus basement at Greenwood Place; a part 5 part 7 storey mixed-use development at Highgate Road comprising 42 residential units (including 8 supported affordable housing units) and 100sqm (GIA) social enterprise in flexible retail, restaurant/café, office or community use (Classes A1/A3/B1/D1) at ground floor level; highway improvements to Greenwood Place, and associated plant, landscaping, servicing and disabled car parking). **Granted 29/07/2015**

Do the basement proposals involve a listed building or does the site neighbour any listed buildings?	Christ Apostolic Church, 23 Highgate Road (to south) 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	yes
	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?	Yes
Which ward is the application situated?	Kentish Town
Is there an adopted neighbourhood plan? If so, which is it?	Kentish Town Neighbourhood Plan 2016

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/N A²	Name of BIA document/appendix in which information is contained.
1	Description of proposed development.	Yes	See Section A
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	Design and Access Statement, Proposed Drawings
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	Design and Access Statement, Proposed 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	Topographic maps, Figures 16 and 17 of the Arup report and Section 2.2.6 of BIA
5	Plans and sections to show foundation details of adjacent structures.	Yes	See Appendix A / C
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	See Appendix C
7	Programme for enabling works, construction and restoration.	Yes	Construction sequence outlined in Section 9.2 of BIA
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	Discussed in Section 3.0 of BIA
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	Discussed in Section 4.0 of BIA
10	Identification of significant adverse impacts.	Yes	Potential impacts discussed in Section 4.1 of BIA
11	Evidence of consultation with neighbours.		
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	See Sections 5.0 and 7.0 of BIA and Appendices A and B
13	Ground Movement Assessment (GMA).	Yes	See Part 3 of BIA and Appendix D
14	Plans, drawings, reports to show extent of affected area.	Yes	See Part 3 of BIA and Appendix D
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	N/A	See Section 9.2 of 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	Construction sequence outlined in Section 9.2 of BIA

17	Proposals for monitoring during construction.	Yes	See Section 11.2 of BIA
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	See Section 11.1 of BIA
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	See Section 13.2 of BIA
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	See Section 13.2 of BIA
21	Identification of areas that require further investigation.	No	No further investigation required
22	Non-technical summary for each stage of BIA.	Yes	See Section 13.3 of BIA
Additional BIA components (added during Audit)			
Item provided	Yes/No/NA²		Comment

Notes:

¹NB policy A5 also requires consideration of architectural character, impacts on archaeology, amenity and other matters which are not covered by this checklist.

²Where 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)
13/04/2022	Category B - £3045	Approximately 4 weeks from instruction	Additional fees may apply for: <ul style="list-style-type: none"> ∞ Submission of additional documents requiring further review. ∞ Meetings ∞ Site visits ∞ Attendance at 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.


Section D: Audit Agreement (TO BE COMPLETED BY THE APPLICANT) For data protection reasons this page should NOT be published on the Public website.

Camden Case Reference:	2022/1063/P	Site Address:	19-37 Highgate Road, London NW5 1LB
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Important – please read bullet points below prior to completing:

- ∞ **The Contact named in (i) below shall accept responsibility for the costs set out in Section C and must return this form directly to the planning case officer**
- ∞ **We cannot accept instruction forms filled out or returned by a third party (I.e. if the applicant is paying, the form must be completed and returned by the applicant, NOT by an agent on his/her/their behalf).**
- ∞ **This pro forma must be completed fully and accurately. We will not be able to proceed with the audit until we are satisfied that Camden Council will be able to fully reclaim the costs incurred**

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. Contact email address	
vi. Date	
<p>The section below is to be filled out in the event of any additional costs being incurred. the Contact in (i) acknowledges that they may be liable for additional fees, charged at the hourly rate, in the following circumstances:</p> <ul style="list-style-type: none"> ∞ 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 	
vii. Additional cost amount	Reason
Name	Date
viii.	

[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 £51.67 + VAT will be added to this and any further invoices pertaining to this application to cover the costs of the council processing the application.

The case officer will confirm any additional costs to the applicant prior to instructing the Auditors to proceed. We will require written consent from the person named in (i) above that they will meet the costs prior to agreeing additional work

Every effort will be made to minimise the occurrence of additional unforeseen expenses arising from the audit process.