

Basement Impact Assessment AUDIT: Instruction

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

Camden Case Reference:	2022/4794/P & 2022/0106/L	Site Address:	Upper flat, 28 Charlotte Street, London, W1T 2NF
Case officer contact details:	Kate Henry Kate.henry@camden.gov.uk 0207 974 3794	Date of audit request:	10/01/2023
Statutory consultation end date:		TBC	
Reason for Audit:	Basement excavation		
Proposal description: Partial mansard roof to front to enclose sides of existing roof terrace; new skylight in main roof; replacement windows at roof level; excavation of basement below existing rear extension (studio); removal of wastepipes from front elevation; internal works at all levels			
Relevant planning background 2016/1345/P - Conversion of existing maisonette to provide 3x self-contained flats, including the enlargement of existing basement, erection of first and second floor rear extensions and alterations to rear wall and roof form – Withdrawn due to building being identified for listing. 2020/0132/L - Installation of internal secondary glazing to windows of upper maisonette in front elevation at second and third floor levels and in rear elevation at first, second and third floor levels. Granted 31/07/2020 . 2020/5319/P & 2021/0149/L - Erection of glazed canopy enclosure to rear at ground floor level to cover existing lightwell. Granted 07/04/2021 .			
Do the basement proposals involve a listed building or does the site neighbour any listed buildings?		Yes – grade II No. 26 is grade II	
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		TBC	
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.

Which ward is the application situated?	Bloomsbury
Is there an adopted neighbourhood plan? If so, which is it?	No

Section B: BIA components for Audit (to be completed by Applicant)

Items provided for Basement Impact Assessment (BIA)¹			
Item provided		Yes/	Name of BIA document/appendix in which information is contained.
1	Description of proposed development.	Yes	
2	Plan showing boundary of development including any land required temporarily during construction.	Yes	
3	Plans, maps and or photographs to show location of basement relative to surrounding structures.	Yes	
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	
5	Plans and sections to show foundation details of adjacent structures.	No	
6	Plans and sections to show layout and dimensions of proposed basement.	Yes	
7	Programme for enabling works, construction and restoration.	Yes	
8	Identification of potential risks to land stability (including surrounding structures and infrastructure), and surface and groundwater flooding.	Yes	
9	Assessment of impact of potential risks on neighbouring properties and surface and groundwater.	Yes	
10	Identification of significant adverse impacts.	NA	
11	Evidence of consultation with neighbours.	NA	
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	
13	Ground Movement Assessment (GMA).	Yes	
14	Plans, drawings, reports to show extent of affected area.	Yes	
15	Specific mitigation measures to reduce, avoid or offset significant adverse impacts.	Yes	
16	Construction Sequence Methodology (CSM) referring to site investigation and containing	Yes	

	basement, floor and roof plans, sections (all views), sequence of construction and temporary works.		
17	Proposals for monitoring during construction.	Yes	
18	Confirmatory and reasoned statement identifying likely damage to nearby properties according to Burland Scale	Yes	
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	
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	
21	Identification of areas that require further investigation.	NA	
22	Non-technical summary for each stage of BIA.	Yes	
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)
12/01/2023	Category B - £3045	Approximately 4 weeks from instruction	<p>Additional fees may apply for:</p> <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.

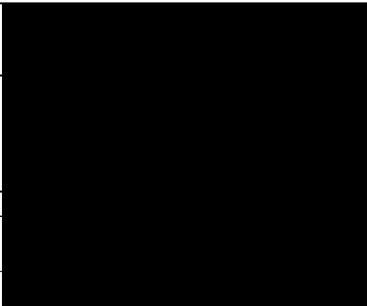
Section D: Audit Agreement (TO BE COMPLETED BY THE APPLICANT) For data protection reasons this page should NOT be published on the Public website.

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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	19 February 2022	
<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.