

THE PARTY WALL ETC. ACT 1996 Notice of Proposed Works under Section 2 of the Act: Party Structure Notice

To (Adjoining Owner): Of (Adjoining Owner's Main Address): [Insert Neighbour's Address]

Date:

Dear [Insert Neighbour's Name],

As the owner/s of ****, which is adjacent to your premises at **[Insert Neighbour's Property Address]**, I/we **** notify you that in accordance with our rights under Section 2 of the Party Wall etc. Act 1996, I/we intend to carry out building works.

The proposed works are: **[Insert a detailed description of the works, e.g., cutting into the party wall to insert steel beams for a loft conversion, or removing a chimney breast]**.

I/we intend to start works on ****, or on the earlier date of **** with your written agreement.

If you are content for the works to go ahead as proposed, please complete, sign, and return the attached Acknowledgment Form within 14 days of receiving this letter. If you do not confirm in writing that you are content for the work to go ahead as proposed, we will be 'in dispute' under the Act.

In the event of any dispute between us under the Act, would you be willing to agree to the appointment of an 'Agreed Surveyor'? If the answer is yes, I suggest using ****, but would be happy to receive your alternative proposal. If the answer is no, please let me know whom you would appoint as your surveyor.

Electronic Communications Consent: If you are willing to receive further notices and documents required under the Act from me/us by email, could you confirm your willingness to do so and provide details of your email address on the attached acknowledgment form.

Yours sincerely,

ACKNOWLEDGMENT OF PARTY STRUCTURE NOTICE *(To be completed and returned by the Adjoining Owner)*

To (Building Owner): Of (Building Owner's Address):

Regarding the proposed works at: ****

Please cross out the statements that do not apply:

1. I am / We are **content** for the works set out in your notice to go ahead as proposed. *(OR)*
2. I am / We are **not content** for the works set out in your notice to go ahead as proposed and we will be in dispute under the Act.
3. I am / We are **content** for you to start work on the earlier date of ****. *(OR)*
4. I am / We are **not content** for you to start work on the earlier date.
5. I am / We are **content** to receive further notices and documents required under the Act by email. *(OR)*
6. I am / We are **not content** to receive further notices and documents required under the Act by email.

My/Our email address is:

Yours sincerely,

Signed: _____ Date: _____

Print Name/s: _____