



## Example Party Wall Notice Letter

To *Adjoining Owner*  
Of *Your address*

Date \_\_\_\_\_

Dear *Mr. Standley*

### **The Party Wall etc Act 1996 Notice of proposed works – Party Structure Notice.**

As the owner/s of *Building Owner's building* *Carlton Park Avenue* which is adjacent to your premises at *Carlton Park Avenue* *I/we, Mr. Smith* of *home address* 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 a loft conversion incorporating steel beams which will be placed onto the party wall. *(Plans detailing this may be included for your neighbours benefit)*

The proposed works *do / do not* involve special foundations.

*I/we* intend to start works on *date of works dd/mm/yy [if you want to start within the 2 month notice period add - or on the earlier date of [date] with your written agreement]*

If you are content for the works to go ahead as proposed please complete, sign and return the attached letter 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 *Agreed Surveyor's name* 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.

Yours sincerely

*Building Owner's signature/s*



## Example Letter – Positive Acknowledgement of Party Structure Notice

To *Mr. Standley*  
Of *Carlton Park Avenue.....*

### **The Party Wall etc Act 1996 Acknowledgment of Notice**

As Adjoining Owner/s under the Act of *Carlton Park Avenue* and having received notice dated *dd/mm/yy* in respect of proposed works at *Carlton Park Avenue* and without prejudice to any of my/our rights under the Act,

*I am / We* are content for the works set out in your notice to go ahead as proposed.

**[Only if proposing to start work before the 2 month notice period has expired add:]**

*I/We Adjoining Owner am/are content/not content* for you to start work on the earlier date of *dd/mm/yy*

Yours sincerely

Signed:

Date: \_\_\_\_\_

Name:

*Print name/s*

*Please note all joint owners should sign.  
Please also print your name/s and date the letter.*