

# PARTY STRUCTURE NOTICE

Party Wall etc Act 1996 ('the 1996 Act')



To be completed by the 'BUILDING OWNER' wishing to carry out works and served upon the ADJOINING OWNER(S)

To \_\_\_\_\_  
 Of \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Write the adjoining owner's name and address)

From \_\_\_\_\_  
 Of \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Write your name/s and address)

THIS is a **Party Structure Notice under section 3 of the 1996 Act** dated relating to the structure on the boundary between our property at \_\_\_\_\_ and your adjoining property at \_\_\_\_\_.

I/WE HEREBY GIVE YOU NOTICE as follows:

1.

- (a) I/We propose to carry outworks to the said structure in exercise of our rights under section 2(2) of the 1996 Act and in particular sub-sections (a) (e) (f) (j) and (k)
- (b) The nature and particulars of the proposed works are fully detailed in the **attached plans, specifications and drawings** ('the Plans') and are briefly desried as follows:
  - (i) Cutting into the party structure not more than half the existing width to insert steel beams into the party structure to support a new suspended floor, with necessary spreader plates and making good of the pocket in the party wall.
  - (ii) Insertion of lead flashing into the party structure for weather protection against the ingress of rainwater
  - (iii) Raising of the party structure above the existing rear roof level in brickwork (to match existing) by approximately 2500mm – 3000mm from existing first floor ceiling level in order to facilitate the construction of a mansard style loft conversion between the new extended party structure
  - (iv) Any other incidental works to the party wall arising as a result of the proposed loft conversion

DELETE POINT (iii) IF YOU ARE NOT RAISING THE PARTY WALL BETWEEN THE TWO PROPERTIES

2.

I/We propose to begin work after the expiration of two months from the date this notice is served on you, or earlier if you agree.

3.

If you agree to the works and do not wish to appoint a surveyor, we request that you complete the reply form overleaf indicating your consent within 14 days of this notice being served on you.

- (a) If you wish to propose modifications to the works, you may be entitled to serve a counter-notice under section 4 of the 1996 Act within one month of this notice being served on you.
- (b) If you do not act under (a) or (b) a difference is deemed to arise between us, which has to be referred to one or more surveyors under section 10 of the 1996 Act.

Please tick here to indicate if you would like to use the named surveyor (detailed below) in the event of a dispute

4.

For the purposes of any dispute I/we hereby appoint **Mr P. Gee** of **Vincent-Brown & Associates Ltd**, 8 The Broadway, Woodford Green, Essex, IG8 0HL to act as my/our Surveyor under section 10(1)(b) of the 1996 Act and hereby authorise him to sign, issue, serve, send, receive and respond to all notices under the 1996 Act and make all requests and appointments under the 1996 Act for and on my/our behalf that may be necessary to expedite the progress of the matter relating to the proposed works detailed above.

ⓘ IF YOUR PROPERTY IS JOINTLY OWNED ALL BUILDING OWNERS MUST SIGN BELOW IN ORDER FOR THIS NOTICE TO BE VALID

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Telephone number: \_\_\_\_\_

# ACKNOWLEDGEMENT FORM

① To be completed by the 'ADJOINING OWNER/S'



① FORWARD THIS FORM AND THE ACCOMPANYING NOTICE TO YOUR APPOINTED SURVEYOR IMMEDIATELY IF YOU HAVE ALREADY APPOINTED A SURVEYOR TO ACT ON YOUR BEHALF OR HAVE SELECTED OPTION (2) BELOW

① COMPLETE AND RETURN THIS FORM TO THE BUILDING OWNER WITHIN 14 DAYS IF YOU HAVE NOT ALREADY APPOINTED A SURVEYOR TO ACT ON YOUR BEHALF AND HAVE SELECTED OPTION (1) BELOW

Between \_\_\_\_\_

(Write your address)

of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

And \_\_\_\_\_

(write the Building Owner's address)

of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We, acknowledge receipt of a Party Structure Notice served under the Party Wall etc. Act 1996 ('the 1996 Act') dated \_\_\_\_/\_\_\_\_/\_\_\_\_ and addressed to me/us by the Building Owner/s named above and in response HEREBY GIVE NOTICE AS FOLLOWS [delete as applicable]:

- 1. We do NOT wish to appoint a surveyor to act on our behalf and therefore consent to the carrying out of the works described in the Party Structure Notice in accordance with section 10 of the 1996 Act.

OR

- 2. We DO wish to appoint a surveyor under section 10 of the 1996 Act and therefore we do not consent to the carrying out of the works described in the statutory notice without first having an award prepared by surveyors. We understand that our surveyor may need to access our property in order to record its current condition. We formally request that the building owner/s deal(s) directly with our appointed surveyor in relation to all party wall related matters and understand that the building owner/s will be responsible for meeting our surveyor's reasonable fees.

For the purposes of this matter I/we hereby APPOINT:

- Mr J.A. Gold of Vincent-Brown & Associates Ltd, 8 The Broadway, Woodford Green, Essex, IG8 0HL to act as my/our appointed surveyor in accordance with section 10(1)(b) of the 1996 Act and I/we AUTHORISE him to sign, issue, serve, send, receive and respond to all notices under the 1996 Act relating to the works currently proposed and to make all requests and appointments under the Act for and on my/our behalf that may be necessary to expedite the progress of the matter.

OR

- \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ to act  
as my surveyor in accordance with section 10(1) (b) of the 1996 Act.

① IF YOUR PROPERTY IS JOINTLY OWNED ALL OWNERS MUST SIGN BELOW

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone number: \_\_\_\_\_