

Mr John Smith and Mrs Kathleen Smith ⁱ
1 High Street ⁱⁱ
Anytown
SW1 2NW

18 May 2023 ⁱⁱⁱ

Dear Mr and Mrs Smith, ^{iv}

The Party Wall etc Act 1996
Notice of proposed works under the Party Wall etc Act 1996

As the owners of 3 High Street, Anytown, adjacent to your property at 1 High Street, Anytown, SW1 2NW ^{vi} we, Steven Smart ^{vii} of 3 High Street, Anytown, SW1 2NW ^{viii} notify you that in exercise of our rights under Section 2 of the Party Wall etc Act 1996, we intend to carry out the following works:

Further information about the Act can be found in the explanatory booklet. ^{ix}

The proposed works are a loft conversion and will involve:

- Cut the wall and use it as a load bearing wall
- Demolish and rebuild part of the wall
- Increase the thickness or height of the wall
- Cut projections off the party wall
- Remove a chimney breast from a party wall

The proposed works do not involve special arrangements.

A copy of the relevant plans and planning consent is attached for your attention.

We intend to start works on or after 1 August 2023. We require your written agreement. ^{xiii}

If you are happy for the works to go ahead, please sign and return the attached letter ^{xiv} within 14 days of receiving this notice.

If you do not confirm in writing that you agree to the works, we will be "in dispute" under the Act.

In the event of any dispute between us, we will be willing to agree to the appointment of an "Agreed Surveyor"?

If the answer is yes, I suggest using Jane Smart of Smart Surveyors Ltd, Commercial Road, Anytown SW1 5AJ Tel: 0800 0002934 ^{xv} to receive your alternative proposal. If the answer is no, please let us know.

Yours sincerely

Steven Smart and Mary Smart ^{xvi}

Explanatory notes on how to complete the notice

- i Adjoining Owner** – if possible, give the neighbour's full name(s). If jointly owned, include all owners' names. If you do not know, use "to the owner".
- ii Adjoining Owner's main address** – if they do not live at the premises, this should be sent to the owner's main address or where unknown use the address adjacent to the building premises detailed at note vi.
- iii Date** – this is the date the notice is posted or served. You should always include a date for clarity.
- iv Title** – if unknown use "Sir or Madam".
- v Building Owner's Building** – this is the address of the property where the works is proposed.
- vi Adjoining Owner's Building** – this is the address of the premises adjacent to that where the work is proposed.
- vii Building Owner** – This is the owner of the premises where the work is proposed. If the property is owned jointly all names must be included in the notice.
- viii Building Owner's main address** – this is your main correspondence address and may be different to the building where the proposed work is to be carried out.
- ix Explanatory booklet** – it is recommended that this is provided so the adjoining owner knows why you have written to them. The booklet can be downloaded from gov.uk.
- x Description of the works** – give full details of the works proposed that affect the party structure of the adjacent building. In cases where works do not involve special foundations it may be useful to provide a copy of any plans and planning consent.
- xi Special foundations** – as defined by Section 20 of the Act and fundamentally means reinforcement of existing foundations (not walls) and plans should always be included in these cases.
- xii Start date of works** – this must be after the end of the notice period which for a party structure is two months. If the exact start date is not known include "or after".
- xiii** It is sensible to provide an option to start earlier by agreement if you wish to start earlier.
- xiv Attached letter** – to make the process easier for neighbouring owners prepare a letter which can be used as the party wall agreement if the neighbour is happy to consent – see example.
- xv Agreed surveyor's name** – it is recommended to provide the details of the person you propose to use as the "agreed" surveyor, even though there is no requirement to appoint a surveyor unless a dispute arises.
- xvi Building owner's signature(s)** – All building owners should sign the notice unless one is authorised on behalf of the others.