

**PARTY STRUCTURE NOTICE
PARTY WALL etc. ACT 1996 (SECTION 3)**

To: (Adjoining Owner)
enter name of adjoining owner

Of:
enter the address of the adjoining owner

I/We (Building Owner)
enter the name of the building owner

Of:
enter the address of the building owner

Which adjoins your premises known as: -

.....
enter the full address of the adjoining property

*I/We hereby serve you with NOTICE as required by Section 3(1) that after the expiration of two calendar months from the service of this notice, *I/We intend to exercise the right given to *me/us by the **Party Wall etc. Act 1996 Section 2 (2)** by executing the works under-mentioned in order to carry out a **loft conversion** involving the **party wall**.

*(a) Raising the **Party Wall** *Section 2(2)(a)*

*(b) To expose the **Party Wall** hitherto enclosed subject to providing adequate weathering *Section 2(2)(n)*

*(c) To cut into the **Party Wall** for the purpose of installing padstones/bearer plates and steel support beams as indicated by the structural drawings. *Section 2(2)(f)*

** Delete as appropriate*

It is our intention to commence the work after two months from the date below or earlier by agreement.

If the adjoining owner does not within fourteen days from the service of this notice express their consent to the work defined therein, in accordance with the Act, Section 5, they will be deemed to have dissented. Under Section 10 of the Act both parties shall agree in the appointment of one surveyor, or each party shall appoint their own surveyor.

Signed: Date

.....
Building Owner (PRINT NAME)

**PARTY WALL etc. ACT 1996 (SECTION 2)
ACKNOWLEDGEMENT OF PARTY STRUCTURE NOTICE**

*I/We: (Adjoining Owner)
enter name of adjoining owner

of:
enter the address of the adjoining owner

As adjoining owners of premises known as: -

.....
enter the full address of the building owner's property

Having received the notice served

by (Building Owner)
enter the name of the building owner

of:
enter the address of the building owner

in respect of
enter the address of the building owner

Which adjoins *my/our premises, and in relation to the works proposed under Section 2 (2) paragraphs (a)(f) and (n), for the purpose of a loft conversion as described in the Notice.

Hereby **CONSENT** to the proposed works

OR

Hereby **DISSENT** from the above works and a dispute having arisen; consent to the appointment of the building owner's nominated surveyor, as **AGREED SURVEYOR**

OR IN THE ALTERNATIVE

*I/We appoint:

of

To act on my/our behalf.

* *Delete as appropriate*

Signed:

Date

.....
Adjoining Owner (PRINT NAME)