

## Example letter 1 – Party Structure Notice

To *Adjoining Owner* [see note 4]  
Of *Adjoining Owner's main address* [see note 5]

*Date* [see note 7]  
Dear *title* [see note 8]

### **The Party Wall etc Act 1996**

#### **Notice of proposed works under section 2 of the Act - Party Structure Notice.**

As the owner/s of *Building Owner's building* [see note 3] which is adjacent to your premises at *Adjoining Owner's building* [see note 6] I/we *Building Owner* [see note 1] of *Building Owner's main address* [See note 2] 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.

**[Only if applicable add** – Further information about the Act can be found in the explanatory booklet available to download from: <https://www.gov.uk/party-wall-etc-act-1996-guidance>.] [See note 9]

The proposed works are: *description of the works* [see note 17]

The proposed works *do / do not* involve special foundations, [*Only if applicable, see note 17 add* - and accordingly I attach the relevant plans, sections and details of construction]

I/we intend to start works on *date of works* [see note 10] [*if you want to start within the 2 month notice period add* - or on the earlier date of [date] with your written agreement - see note 11]

If you are content for the works to go ahead as proposed please complete, sign and return the attached letter [See note 12] 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 [See note 13] 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.

[*Only if you are willing to send further notices and documents to the adjoining owner by email add:*] If you are willing to receive further notices and documents required under the Act from me/us by email from [email address] could you confirm your willingness to do so and provide details of your email address (See note 14).

Yours sincerely

*Building Owner's signature/s* [See note 15]