

How to complete your party wall notices

IMPORTANT – It is essential that the details are correct and that notices are signed and dated, any error will invalidate the notices and you will have to start all over again. If in doubt employ an experienced surveyor to do this for you.

IMPORTANT – Using these notices will have the effect of appointing Steven Way MRICS to act on your behalf if needed, this may give rise to fees, please contact 020 8295 1200 for more information. If you need blank notices enabling you to appoint another Surveyor please contact [Collier Stevens](#)

CHECK the example completed notices

1. Confirm the name and address of the owner or owners of the neighbouring building. You can use the land registry to do this – [CLICK HERE](#)
 2. Make sure you address your notice to all of the owners – for instance Mr and Mrs Jones, not just Mr Jones
 3. Note that the correspondence address may not be the same as the actual address.
 4. For a company use the address registered at Companies House. Note that many companies have their property holdings under a separate limited company, it is important to check.
 5. Make sure that you send the notice from all the building owners and that the addresses are right.
 6. Make sure the description of work is accurate.
 7. For a Party Structure Notice make sure that you reference the correct paragraphs from the Act. [CLICK HERE](#) any mistake here and you may have to serve further notices.
 8. For a Line of Junction Notice you **MUST** select the type of work you propose **AND** select whether you intend to place special foundations – special foundations are foundations including metal reinforcement.
 9. For 3m or 6m Notice you **MUST** send drawings showing a section through and the depth of the foundations or excavations you intend to make, without a drawing the notices are not valid.
 10. You **MUST** sign **AND** date all notices. You may have to send two or three notices.
 11. You **MUST** send notices to **ALL** owners with an interest of 12 months or more, that could mean a Leaseholder **AND** a Freeholder, it could mean several leaseholders.
 12. KEEP A COPY OF THE NOTICE
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