

Party Wall etc. Act, 1996 Section 3

To: **YOUR NEIGHBOUR [s]**  
of **Their Postal Address**

*Adjoining Owner*

I **[WE] YOUR NAME [s]**  
of **Your Postal Address**

*Building Owner*

as owner of **The address where you are doing the work** which adjoins your premises known as **The address next to the work owned by your neighbour**

HEREBY SERVE YOU WITH NOTICE THAT, IN ACCORDANCE WITH **MY [or OUR]** RIGHTS:

Under Section 2 (2) and with reference to the party structure separating the above premises, it is intended to carry out the works detailed below after the expiration of two months from service of this notice. It is intended to commence works as soon as notice has run or earlier by agreement.

The proposed works are:

- **Describe the works here**
- **And here if necessary**
- **And here as well if you need to**

Under Section 5, if you do not consent to the works within 14 days you are deemed to have dissented and a difference is deemed to have arisen. In such case Section 10 of the Act requires that both parties should concur in the appointment of a surveyor or should each appoint one surveyor and in those circumstances we would appoint **Mr Steven Way MRICS of 68 High Street, Chislehurst, Kent BR7 5AQ / YOUR SURVEYOR**

Signed **A NOTICE MUST BE SIGNED**

**A NOTICE MUST BE DATED**

*31 July 2011*