

Party Structure Notice

Instructions for completion by the Building Owner:-

You can print this form or complete the yellow areas using Acrobat Reader

Enter neighbours name if known or write "The Owner" and their address

Please enter your name (this must be the name of the actual owner or owners. If the property is owned by more than one person or by a company or trust please write the full name(s))

Check that your address and your neighbour's address are correct.

Write a brief description of the proposed work or edit/add to the example using Adobe Acrobat

It is essential to sign and date the notice.

The Notice & acknowledgement should be sent or delivered to your neighbour

The Party Wall etc. Act, 1996 Section 3

To: (Adjoining Owner(s))

of

*I/we (Building Owner(s))

of

as owner(s) of

which adjoins your premises

known as:

HEREBY SERVE YOU WITH NOTICE THAT, IN ACCORDANCE WITH MY/OUR* RIGHTS: Under Section 2 (2), and with reference to the **party structure/party fence wall** 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.

The proposed works are: -

To cut into the Party Wall for Structural bearings.

It is intended to commence works *as soon as notice has run or earlier by agreement.

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 *I/we would appoint

Signed.....
(Building Owner(s))

date.....

Dear

Apologies for the formality of this document, which is in the form required by the Party Wall Act and is necessary because we propose undertake building work to our house. Under the Act you can simply agree to the works or have a surveyor draw up an agreement called an "Award". In this case you can either concur on the appointment of an agreed surveyor as recommended by the Government in their Advisory Booklet Environment or you can appoint your own surveyor and we will pay his or her reasonable fees.

Instructions for completion by the Adjoining Owner:-

Please enter your name (this must be the name of the actual owner or owners. If the property is owned by more than one person or by a company or trust please write the full name(s))

Check your address is complete and correct

Decide which of options (a), (b), and (c) you wish to select and delete the other two.

If you select options (c) enter the name and address of your chosen surveyor

Finally, Sign and return this form to your neighbour and contact the chosen or agreed surveyor to let him/her know of the appointment.

Acknowledgement of Party Structure Notice

To be completed and returned to the building owner or the Building Owners surveyor

The Party Wall etc. Act, 1996 Section 3

*I/We

of

having received the notice served

by

of

in respect of

which adjoins *my/our premises known as:

*and in relation to the works proposed under Section 2 (2) as described in the notice

***(a)** hereby consent to the above works

or

***(b)** hereby dissent from the above works and concur in the appointment of the surveyor below

or

***(c)** hereby dissent from the works above and appoint the surveyor below

Mr/Mrs/Ms *Surveyor's name*

of (address) *Surveyor's address*

telephone: *Surveyor's telephone number*

Signed Date.....
(Adjoining Owner(s))