

To: *Adjoining Owner*

Of: *Adjoining Owner's main address*

Date :

Dear *Mr. & Mrs.*

The Party Wall etc Act 1996

Notice of proposed works – Party Structure Notice.

As the owner/s of: *Home Owner's address* which is adjacent to your

premises at: *Adjoining Owner's address*] I/we *Home Owner* of: *Home Owner's main address* 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.]

The proposed works are: *LOFT CONVERSION*

The proposed works *do not* involve special foundations

I/we intend to start works on: *date of works* - or on the earlier date of: *date* with your written agreement. If you are content for the works to go ahead as proposed please complete, sign and return the attached letter] 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 : *Surveyor's name* 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.

Yours sincerely,

Building Owner's signature/s

To : Home Owner

Of: Home Owner's main address

The Party Wall etc Act 1996

Acknowledgment of Notice

As Adjoining Owner/s under the Act of *Adjoining Owner's building* and

having received notice dated: date in respect of proposed works at:

Home Owner's address and without prejudice to any of my/our rights

under the Act,

I am / We are content for the works set out in your notice to go ahead as proposed.

Only if proposing to start work before the 2 month notice period has expired

I/We *Adjoining Owner* am/are * Delete as appropriate content* / not content* for you to start work on the earlier date of : date

Yours sincerely,

Signed:

Date:

Name: Print name/s

Please note all joint owners should sign.

Please also print your name/s and date the letter.