**Part 5: Example Letters**

Example Letter 1 - Party Structure Notice, works under section 2 of the Act

Example Letter 2 - Positive acknowledgement of Party Structure Notice

Example Letter 3 - Negative acknowledgement of Party Structure Notice

Example Letter 4 - Line of Junction Notice - new wall astride the boundary, section 1(2) of the Act

Example Letter 5 - Acknowledgement of Line of Junction Notice - new wall astride the boundary

Example Letter 6 - Line of Junction Notice - new wall wholly on your land, section 1(5) of the Act

Example Letter 7 - Acknowledgement of Line of Junction Notice - new wall wholly on your land

Example Letter 8 - 3 or 6 metre Notice, section 6 of the Act, adjacent excavation or construction

Example Letter 9 - Positive acknowledgement of 3 or 6 metre Notice

Example Letter 10 - Negative acknowledgement of 3 or 6 metre Notice

**Notes on completing example letters**

Where work covers more than one section of the Act the example letters may be combined so that all the information required under the Act is provided in one letter.

Where alternatives appear (e.g. I/we), you should write only the applicable option.

Where italics appear in the text of the sample letters, you should refer to the following notes for guidance:

1. Building Owner - This is the owner of the premises where the work is proposed. If the property is owned in joint names both or all names must be given in the notice.

2. Building Owner’s main address - This is your main correspondence address and may be different to Building Owner’s building as at note 3.

3. Building Owner’s building - this is the address of the premises where the work is proposed.

4. Adjoining Owner - If possible give the neighbour’s full name/s. If you do not know the name write “The Owner”

5. Adjoining Owner’s main address -

If the Adjoining Owner does not live at the premises e.g. a landlord, the address will be the owner’s main address.

If the Adjoining Owner is an owner-occupier or if you do not know who is the owner this will be the address adjacent to your premises - i.e. the Adjoining Owner’s building as note 6.

6. Adjoining Owner’s building - this is the address of the premises adjacent to that where the work is proposed.

7. Date - This is the date your notice is posted or served. You should always date your letter, as this will avoid confusion as to when notice was served.

8. Title - If known give the full name/s, otherwise write “Sir or Madam”.

9. Explanatory booklet - It is recommended that you provide the web link (https://www.gov.uk/government/publications/preventing-and-resolving-disputes-in-relation-to-party-walls) for this booklet to your neighbour so that they know why you have written to them.

10. Date of works - This must be after the end of the notice period, which for Party Structure Notices is two months and for Line of Junction and 3 or 6-metre Notices is one month. If you do not know exactly when your works will start you may wish to add “or thereafter”.

11. You may wish to start earlier than the one-month or two-month notice period but can only do so with your neighbour’s written agreement. You may wish to add “or sooner with your written agreement”.

12. Attached letter - It is recommended you prepare a letter for your neighbour to use - based on example letters 2 and 3 for Party Structure Notices, 5 or 7 for Line of Junction Notice or 9 and 10 for 3/6 Metre Notices.

13. Agreed Surveyor’s name - It is recommended that you give the name, address and telephone number of the person you propose to use as the ‘agreed surveyor’. However, there is no requirement to appoint surveyor(s) unless a dispute arises. If an agreed surveyor’s details are not provided the relevant sentence(s) may be deleted or you may wish to replace with ‘details of agreed surveyor to be advised if a dispute arises’.

14. Email address - If you are content to receive notices and documents required under the Act by email you will need to confirm your willingness to do so and provide details of your email address. Notices and documents required under the Act can only be sent by email if the recipient states agreement to this, and has not withdrawn that agreement.

15. Building Owner’s signature - Remember to sign the notice. All joint owners should sign unless one is authorized to sign for all joint owners. It is recommended you also print your name.

16. (Line of Junction Notice) Description of the wall - Describe the new wall you intend to build - for example height, length, materials etc. You might wish to add further information for your neighbour’s benefit - for example ‘forming part of a single storey extension’ or include drawings.

17. (Party Structure Notice) Description of the works Give full details of the works you propose to carry out that affect the party structure or the adjacent building. If special foundations, defined in section 20 of the Act, are proposed, under section 3(1)(b) then there is a need for plans, sections and details of construction. In cases that do not involve special foundations you still might wish to include drawings for your neighbour’s benefit if they are available but this is not essential if works are properly and fully described.

18. (3/6 Metre Notice)

Description of the excavation and works - a simple description such as “excavate to lay drainage/foundations” will suffice if the drawings clearly show what is proposed.

Drawings it is a requirement of the Act that drawings are provided showing the depth of the proposed excavations and the location of any proposed building or structure. It is also advisable for the drawings to show the position of the adjoining building in relation to the excavations.

Safeguarding the Adjoining Owner’s foundations - you are required to tell the Adjoining Owner whether you intend to underpin or otherwise strengthen or safeguard the foundations of his building or structure.

19. (3/6 Metre Negative Acknowledgement)

Specific concerns – There is no obligation to set out what your objections are but it is likely to help resolve matters if you include this.

**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]

**Example letter 2 - Positive Acknowledgement of Party Structure Notice**

To Building Owner [see note 1]
Of Building Owner’s main address [see note 2]

**The Party Wall etc Act 1996** **Acknowledgment of Party Structure Notice**

As Adjoining Owner/s under the Act of Adjoining Owner’s building [see note 6] and having received notice dated date [see note 7] in respect of proposed works at Building Owner’s building [see note 3] 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 the proposed works involve special foundations add:]
I/We Adjoining Owner give/withhold consent to the special foundations.

[**Only if proposing to start work before the 2 month notice period has expired add:**]
I/We Adjoining Owner am/are \* Delete as appropriate content\* / not content\* for you to start work on the earlier date of [date]

[Only if the Building Owner has stated a willingness to send further notices and documents required under the Act by email add:] I am/ We are content/not content to receive further notices and documents required under the Act by email. [If content add – My/Our email address is: [email address] see note 14].

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.

**Example letter 3 - Negative Acknowledgement of Party Structure Notice**

To Building Owner [see note 1]
Of Building Owner’s main address [see note 2]

**The Party Wall etc Act 1996** **Acknowledgment of Party Structure Notice**

As Adjoining Owner/s under the Act of Adjoining Owner’s building [see note 6] and having received notice/s dated date [see note 7] in respect of proposed works at Building Owner’s building [see note 3] and without prejudice to any of my/our rights under the Act,

I am / we are not content for the works set out in your notice to go ahead as proposed.

[Only if you wish to add - My/Our objections are:]

If you are still intending to go ahead with work - \*\*\* As we are now in dispute under the Act, I/we concur in the appointment of Agreed Surveyor’s name [see note 13] to act as agreed surveyor

\*\*\* As we are now in dispute under the Act, I/we do not agree with your proposal for agreed surveyor and if you intend to go ahead with the work I/we propose

**\_\_\_\_\_\_\_\_\_\_\_\_** Insert Surveyor’s name
**\_\_\_\_\_\_\_\_\_\_\_\_** and contact details

as an alternative to act as agreed surveyor or as my/our surveyor if you do not concur.

\*\*\* As we are now in dispute under the Act, if you intend to go ahead with the work, I/we shall be appointing:

**\_\_\_\_\_\_\_\_\_\_\_\_** Insert Surveyor’s name
**\_\_\_\_\_\_\_\_\_\_\_\_** and contact details to act as my/our surveyor.

\*\*\* Delete two of the three options as appropriate.

[Only if the Building Owner has stated a willingness to send further notices and documents required under the Act by email add:] I am/ We are content/not content to receive further notices and documents required under the Act by email. [If content add – My/Our email address is: [email address] see note 14].

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.

**Example letter 4 - Line of Junction Notice - new wall astride the boundary**

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 1(2) of the Act - Line of Junction 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 1 of the Party Wall etc Act 1996 I/we intend to build at the Line of Junction between our properties.

[**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]

I/we would, with your written permission, like to build a new wall as a party wall astride the boundary. If you are content for me/us to build a party wall astride the boundary please complete, sign and return the attached letter [see note 12] within 14 days. If I/we do not receive your written permission or you dissent the wall will be built wholly on my/our own land up to the boundary line

The proposed works are: description of the wall [see note 15]

I/we intend to start works on date of works [see note 10] [if you want to start within the 1 month notice period add - or on the earlier date of [date] with your written agreement - see note 11]

[**Only if applicable add** - Under the right given by section 1(6) of the Party Wall etc Act it is intended to put projecting foundations under your land.]

[**Only if applicable add** - Under section 7(4) of the Party Wall etc Act with your written permission, I wish to lay special foundations extending under your land.]

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 14]

**Example letter 5 - Acknowledgement of Line of Junction Notice - new wall astride the boundary**

To Building Owner [see note 1]
Of Building Owner’s main address [see note 2]

**The Party Wall etc Act 1996 Acknowledgment of Notice – Section 1(2) of the Act**

As Adjoining Owner/s under the Act of Adjoining Owner’s building [see note 6] and having received notice/s dated date [see note 7] in respect of proposed works at Building Owner’s building [see note 3] and without prejudice to any of my/our rights under the Act,

I/We Adjoining Owner am/are: \* Delete as appropriate

Content\* / Not content\* for you to build a party wall astride the boundary between our properties as proposed in your notice.

[**Only if proposing to lay projecting special foundation add:**]
Content\* / Not content\* for you to place special foundations on our land [see note 10]

[**Only if proposing to start work before the 1 month notice period has expired add:**]
Content\* / Not content\* for you to start work on the earlier date of [date].

In the event of a dispute arising under the Act: \*\*\* Delete 2 of the 3 options as appropriate.

\*\*\* I/we would concur in the appointment of Agreed Surveyor’s name [see note 13] to act as agreed surveyor if required.

\*\*\* I/we would not agree with your proposal for agreed surveyor and would propose

**\_\_\_\_\_\_\_\_\_\_**\_ Insert Surveyor’s name
**\_\_\_\_\_\_\_\_\_\_**\_ and contact details

as an alternative to act as agreed surveyor or as my/our surveyor if required.

\*\*\* I/we would appointing:
**\_\_\_\_\_\_\_\_\_\_**\_ Insert Surveyor’s name
**\_\_\_\_\_\_\_\_\_\_**\_ and contact details

to act as my/our surveyor if required.

[Only if the Building Owner has stated a willingness to send further notices and documents required under the Act by email add:] I am/ We are content/not content to receive further notices and documents required under the Act by email. [If content add – My/Our email address is: [email address] see note 14].

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.

**Example letter 6 - Line of Junction Notice - new wall wholly on your own land**

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 1(5) of the Act - Line of Junction 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 1 of the Party Wall etc Act 1996 I/we intend to build at the Line of Junction between our properties.

[**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 new wall will be built wholly on my/our own land up to the boundary line

The proposed works are: description of the wall [see note 15]

[**Only if applicable add** - Under the right given by section 1(6) of the Party Wall etc Act it is intended to put projecting foundations under your land.]

[**Only if applicable add** - Under section 7(4) of the Party Wall etc Act with your written permission, I wish to lay special foundations extending under your land.]

I/we intend to start works on date of works [see note 10] [if you want to start within the 1 month notice period add - or on the earlier date of [date] with your written agreement - see note 11]

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 14]

**Example letter 7 - Acknowledgement of Line of Junction Notice - new wall wholly on your own land**

**N.B. An acknowledgement is not essential for a wall wholly on your own land unless you intend to lay special foundations on the Adjoining Owner’s land or if you want to start before the end of the notice period.**

To Building Owner [see note 1]
Of Building Owner’s main address [see note 2]

**The Party Wall etc Act 1996** **Acknowledgment of Notice – Section 1(5) of the Act**

As Adjoining Owner/s under the Act of Adjoining Owner’s building [see note 6] and having received notice/s dated date [see note 7] in respect of proposed works at Building Owner’s building [see note 3] and without prejudice to any of my/our rights under the Act,

I/We Adjoining Owner am/are: \* Delete as appropriate

[**Only if proposing to lay projecting special foundation add:**] Content\* / Not content\* for you to place special foundations on our land

[**Only if proposing to start work before the 1 month notice period has expired add:**] Content\* / Not content\* for you to start work on the earlier date of [date].

In the event of a dispute arising under the Act: \*\*\* Delete 2 of the 3 options as appropriate.

\*\*\* I/we would concur in the appointment of Agreed Surveyor’s name [see note 13] to act as agreed surveyor if required.

\*\*\* I/we would not agree with your proposal for agreed surveyor and would propose

**\_\_\_\_\_\_\_\_\_\_\_\_**\_\_ Insert Surveyor’s name
**\_\_\_\_\_\_\_\_\_\_\_\_**\_\_ and contact details
as an alternative to act as agreed surveyor or as my/our surveyor if required.

\*\*\* I/we would appointing:

**\_\_\_\_\_\_\_\_\_\_\_\_**\_\_ Insert Surveyor’s name
**\_\_\_\_\_\_\_\_\_\_\_\_**\_\_ and contact details
to act as my/our surveyor if required.

[Only if the Building Owner has stated a willingness to send further notices and documents required under the Act by email add:] I am/ We are content/not content to receive further notices and documents required under the Act by email. [If content add – My/Our email address is: [email address] see note 14].

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.

**Example letter 8 - 3/6 Metre Notice**

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

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

The Party Wall etc Act 1996 Notice of proposed works under section 6 of the Act - Excavation and construction. 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
**Add either** [section 6(1) of the Party Wall etc. Act 1996 that I/we intend to build within 3 metres of your building and to a lower level than the bottom of your foundations by carrying out the building works detailed below.]
**Or add** [section 6(2) of the Party Wall etc. Act 1996 that I intend to build within 6 metres of your building and to a level below a line drawn at 45° downwards towards my adjacent land from the bottom of your foundations by carrying out the works detailed below.]

[**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 excavation and works [see note 17]

The accompanying plans and sections show the site of the proposed building and the excavation depth proposed. [see note 17]

I/we do\* / do not\* propose to underpin or otherwise strengthen in order to safeguard the foundations of your property. [see note 17]

I/we intend to start works on date of works [see note 10] [if you want to start within the 1 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 yes I suggest using Agreed Surveyor’s name [See note 13] but would be happy to receive your alternative proposal. If 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 14]

**Example letter 9 - Positive Acknowledgement of 3/6 Metre Notice**

To Building Owner [see note 1]
Of Building Owner’s main address [see note 2]

**The Party Wall etc Act 1996** **Acknowledgment of Notice – Section 6 of the Act**

As Adjoining Owner/s under the Act of Adjoining Owner’s building [see note 6] and having received notice/s dated date [see note 7] in respect of proposed works at Building Owner’s building [see note 3] 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 1 month notice period has expired add:**
I/We Adjoining Owner am/are \* Delete as appropriate content\* / not content\* for you to start work on the earlier date of [date].]

[Only if the Building Owner has stated a willingness to send further notices and documents required under the Act by email add:] I am/ We are content/not content to receive further notices and documents required under the Act by email. [If content add – My/Our email address is: [email address] see note 14].

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.

**Example letter 10 – Negative Acknowledgement of 3/6 Metre Notice**

To Building Owner [see note 1]
Of Building Owner’s main address [see note 2]

**The Party Wall etc Act 1996** **Acknowledgment of Notice – Section 6 of the Act**

As Adjoining Owner/s under the Act of Adjoining Owner’s building [see note 6] and having received notice/s dated date [see note 7] in respect of proposed works at Building Owner’s building [see note 3] and without prejudice to any of my/our rights under the Act,

I/we are not content for the works set out in your notice to go ahead as proposed.

A dispute may be avoided if you amend your proposals to address my specific concern/s, which is/are [if applicable see note 18]:

\*\*\* As we are now in dispute under the Act, if you intend to carry out the work, I/we concur in the appointment of Agreed Surveyor’s name [see note 13] to act as agreed surveyor.

\*\*\* As we are now in dispute under the Act, if you intend to carry out the work, I/we do not agree with your proposal for agreed surveyor and propose

**\_\_\_\_\_\_\_\_\_\_\_ Insert Surveyor’s name
\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_ and contact details
as an alternative to act as agreed surveyor or as my/our surveyor if you do not concur.

\*\*\* As we are now in dispute under the Act, if you intend to carry out the work, I/we shall be appointing:

**\_\_\_\_\_\_\_\_\_\_\_ Insert Surveyor’s name
\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_ and contact details
to act as my/our surveyor.

\*\*\* Delete two of the three options as appropriate.

[Only if the Building Owner has stated a willingness to send further notices and documents required under the Act by email add:] I am/ We are content/not content to receive further notices and documents required under the Act by email. [If content add – My/Our email address is: [email address] see note 14].

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.