

ABOUT THIS DOCUMENT

- General information, not advice. This explains in general what the law says in England and Wales. It is not legal advice about your own situation, and filling it in cannot promise any result.
- Get help early. For anything to do with a shared wall, a wall on the boundary or digging near a neighbour's building, speak to a party wall surveyor. For advice on the law in your own situation, speak to a solicitor.
- Where it applies. The Party Wall etc. Act 1996 "extends to England and Wales only" (s.22(4)). In Scotland the Act does not apply, and gov.uk says there are different rules there: ask a Scottish solicitor or surveyor. In Northern Ireland the Act does not apply either: ask a solicitor or surveyor there before any work to a shared wall.
- gov.uk publishes a free explanatory booklet and example letters (gov.uk/government/publications/preventing-and-resolving-disputes-in-relation-to-party-walls). This pack is written separately: a step-by-step guide, fillable notices, a reply form for your neighbour, a request to appoint a surveyor, a notice of entry, a covering letter and a tracker.

1 WHAT THE ACT IS, AND WHOSE JOB THE NOTICE IS

The Party Wall etc. Act 1996 (the Act) sets out what you must do before certain building work on or near the boundary with a neighbour: building a new wall on the boundary line, working on a wall or floor you share, and digging foundations close to a neighbour's building. You tell your neighbour in writing first — this is called serving a notice — and the Act then gives you both a way to agree, or to settle a disagreement through surveyors. Party wall matters are separate from planning permission and building regulations approval (gov.uk).

Words the Act uses (s.20):

- Party wall: a wall that is part of a building and stands on the land of two owners, or a wall that separates buildings belonging to different owners.
- Party fence wall: a wall that is not part of any building, stands on the land of two owners and separates their land — for example a brick garden wall built across the boundary.
- Party structure: a party wall, or a floor or other structure separating buildings, or parts of buildings, that have separate staircases or entrances (for example flats).
- Adjoining owner: the owner of land, buildings, storeys or rooms next to yours — and, for a notice about digging (section 6), the owner of any building or structure within the 3 metre or 6 metre distances (s.6(4) and s.20).
- "Owner" includes: anyone who receives, or is entitled to receive, rent or profits from the land (such as a landlord); anyone in possession of the land, except a mortgage lender, a tenant from year to year or for a shorter term, or a tenant at will; and a buyer under a contract to buy, or someone with an agreement for a lease (other than for a yearly or shorter tenancy). So a house or flat can have more than one owner to serve — for example a freeholder and a leaseholder. If there are landlords, leaseholders or tenants, ask a surveyor who to serve.
- Award: the written decision of the surveyor or surveyors that settles a dispute (s.10(10)).

WHOSE JOB THIS IS — YOURS, NOT YOUR BUILDER'S

The duty to serve notice is the building owner's. The Act defines the building owner as "an owner of land who is desirous of exercising rights under this Act" (s.20) — in plain words, an owner who wants to use the rights the Act gives. If the work is being done to your property, that is you — not your builder, even if your builder, architect or surveyor prepares the notices for you. Each duty in sections 1, 3 and 6 is put on the building owner.

The building owner must also compensate the neighbour for loss or damage caused by work done under the Act (s.7(2)). Give your builder a copy of every notice, reply and award before work starts, and make sure the start date allows for the notice period.

If you do not serve notice, gov.uk's explanatory booklet says the Act contains no enforcement procedure for failing to serve a notice, but that if you start work without first giving notice in the proper way, your neighbour may seek to stop the work through a court injunction or other legal action.

2 WHICH NOTICE DO YOU NEED?

A — Line of junction notice (section 1): a new wall on the boundary

- Use it when you want to build a new wall on the line of junction (the boundary line) where there is no wall yet, or only a boundary wall that is not a party fence wall or the outside wall of a building (s.1(1)).
- There are two kinds: a wall astride the boundary — a new party wall or party fence wall (s.1(2)) — or a wall built wholly on your own land up to the boundary (s.1(5)).
- Serve it at least one month before you intend the work to start. It must say you want to build and describe the intended wall (s.1(2) and (5)).
- Where the boundary is. gov.uk's booklet says the surveyors cannot decide a dispute about the location of the boundary, and the Act has no provision to settle a boundary line dispute. If you and your neighbour disagree about where the line is, sort that out first — get advice.
- Wall astride the boundary — if your neighbour consents: the wall is built half on each owner's land, or in another position you both agree, and the cost of building it is shared between you from time to time, in proportion to the use each of you makes or will make of the wall, having regard to the cost of labour and materials at the time each of you uses it (s.1(3)). gov.uk's booklet advises that the consent records where the wall goes, how the costs are split and any other agreed terms. Agree these in writing, and get advice first.
- Wall astride the boundary — if your neighbour does not consent by a notice served within 14 days beginning with the day your notice is served: you may build only at your own expense and wholly on your own land (s.1(4)).

- Wall wholly on your own land: you may place projecting footings and foundations under your neighbour's land where necessary for the wall, at your own expense, from one month to twelve months after the day the notice was served, and you must compensate for damage (s.1(6) and (7)). Special foundations (foundations using an arrangement of beams or rods to spread a load, s.20) must not be placed on your neighbour's land without their consent in writing (s.7(4)). If your foundations use steel reinforcement bars or mesh, ask your designer or surveyor whether they count as special foundations.

B — Party structure notice (section 3): work to a wall or floor you already share

- Use it before work to an existing party wall, party fence wall or party structure under the rights in section 2 — for example cutting into a party wall to take a beam or a damp-proof course, underpinning, thickening or raising it, cutting away a chimney breast or other projection, or demolishing and rebuilding it in the cases the Act allows (s.2(2)).
- Serve it at least two months before the date the work will begin (s.3(2)(a)).
- It must state your name and address; the nature and particulars of the work; the date the work will begin; and, if you plan special foundations, plans, sections and details of construction with reasonable particulars of the loads they will carry (s.3(1)).
- Your neighbour may serve a counter notice within one month (s.4), and special foundations must not be placed on their land without their consent in writing (s.7(4)).
- It stops having effect if the work has not begun within 12 months beginning with the day it was served and is not "prosecuted with due diligence" (s.3(2)(b)). The Act does not define "prosecuted with due diligence": if work starts and then stops for a long time, get advice before relying on the notice.

C — Adjacent excavation notice (section 6): digging near a neighbour's building — the "3 metre / 6 metre notice"

- Use it when you plan to excavate, or excavate for and build, within 3 metres measured horizontally of a neighbour's building or structure and any part will go deeper than the bottom of its foundations (s.6(1)); or within 6 metres where any part will meet a line drawn down at 45 degrees from the bottom of the neighbour's foundations at the face of their outside wall (s.6(2)).
- Serve it at least one month before you begin to excavate (s.6(5)).
- It must say what you propose and whether you propose to underpin or otherwise strengthen or safeguard your neighbour's foundations (s.6(5)), with plans and sections showing the site and depth of the excavation and the site of any building or structure you will put up (s.6(6)).
- Your neighbour can require you to underpin or safeguard their foundations so far as necessary, at your expense (s.6(3)).
- It stops having effect if the work has not begun within 12 months beginning with the day it was served and is not prosecuted with due diligence (s.6(8)). When the work is finished you must give your neighbour particulars, including plans and sections, if they ask (s.6(9)).

One job can need more than one notice — an extension may dig near a neighbour's house and cut into the party wall. Serve each notice that applies, on every adjoining owner. gov.uk gives plastering, adding or replacing electrical wiring or sockets, and drilling to put up shelves or cabinets as examples of minor work you do not need to tell your neighbour about. If you are not sure whether your work needs a notice, or which one, ask a party wall surveyor before you serve anything.

3 SERVING THE NOTICE — HOW, WHEN IT COUNTS, AND KEEPING PROOF

- How: by handing it to your neighbour in person, or by post to their usual or last-known home or place of business in the United Kingdom (s.15(1)). For a company, deliver or post it to the secretary or clerk at its registered or principal office (s.15(1)(c)).
- Email: only if your neighbour has said they are willing to receive notices that way, has not withdrawn that, and you send it to the address they gave (s.15(1A) and (1B)). The reply form lets them say so.
- As owner of premises: you may instead address it to "the owner" of the premises (naming them) and hand it to a person there — or, if no one is there, fix it to a conspicuous part of the premises (s.15(2)).

WHEN A NOTICE COUNTS AS SERVED — COUNT EVERY PERIOD FROM THIS DAY

By hand: the day you hand it over.

By post: not the day you post it. Where an Act allows a document to be served by post, service takes effect, unless the contrary is proved, at the time the letter would be delivered in the ordinary course of post (Interpretation Act 1978 s.7). Count from that day, and allow for delivery time before you plan your start date. Keep proof of posting.

By email (only where your neighbour agreed): the Act does not say when service by email takes effect, so count from the day after you send it.

Then count each period from the day of service: the 14 days run "beginning with the day" the notice is served (ss.1(4), 5 and 6(7)); the one and two month periods run to the start of the work. Add a margin. If a date is tight, get advice before you rely on it.

Keep a copy of every notice and write down how and when it was served (the tracker at the end). gov.uk suggests you can speak to your neighbour to explain the work before giving notice in writing.

4 WHAT YOUR NEIGHBOUR CAN DO

- Consent. Your neighbour replies in writing agreeing to the notice. Work under a party structure notice can start before the two months are up only with the written consent of the adjoining owners and the adjoining occupiers (s.3(3)(a)). Consent does not end your duties not to cause unnecessary inconvenience and to compensate for loss or damage (s.7(1) and (2)).
- Dissent, or no reply. If your neighbour does not serve a notice of consent within 14 days beginning with the day a party structure notice or an excavation notice was served, they are treated as dissenting and a dispute is treated as having arisen (s.5 and s.6(7)). You cannot treat silence as agreement. For a wall astride the boundary, no consent within 14 days means you may build only wholly on your own land (s.1(4)); any dispute under section 1 is settled under section 10 (s.1(8)).

- Counter notice. Within one month of a party structure notice your neighbour may serve a counter notice asking for extra works for their convenience — such as chimney flues, piers or recesses — or deeper or stronger special foundations, with plans and particulars (s.4(1) and (2)). You must carry them out unless they would be injurious (harmful) to you or cause you unnecessary inconvenience or delay (s.4(3)); if you do not consent to it within 14 days, a dispute arises (s.5). Your neighbour pays for works done at their request (s.11(9)).
- Surveyors, when there is a dispute (s.10). You and your neighbour either agree on one surveyor (an "agreed surveyor"), or each appoint a surveyor and those two select a third surveyor (s.10(1)). Appointments must be in writing and cannot be rescinded (s.10(2)). A surveyor cannot be one of the owners (s.20), and gov.uk says you cannot act as your own surveyor.
- If your neighbour will not appoint a surveyor. Once a dispute has arisen, if your neighbour refuses to appoint a surveyor, or has not done so within 10 days beginning with the day you serve a request on them, you may appoint one on their behalf (s.10(4)). This is part of the route where each owner appoints a surveyor, so appoint your own in writing first; silence never makes anyone the agreed surveyor, which needs you both to agree (s.10(1)(a)). Page A is that request. Get a surveyor's advice before you use it.
- The award. The surveyors settle the dispute by an award, which can decide your right to do the work, when and how it is done, and the costs of making the award (s.10(10) and (12)). Either owner may appeal to the county court within 14 days beginning with the day the award is served on them (s.10(17)) — take advice at once if you think an award is wrong.

DO NOT START EARLY

For a party structure notice or an excavation notice, do not start the work it covers until the notice period has run (or, for a party structure notice, the adjoining owners and occupiers have consented in writing to an earlier start, s.3(3)(a)) and either your neighbour has consented in writing or, where a dispute has arisen, the dispute has been settled under section 10 — normally by the surveyors' award, which can decide your right to do the work and when and how it is done (s.10(1) and (12)). For a wall astride the boundary without consent, build only wholly on your own land (s.1(4)). Get advice if you are unsure.

5 COSTS, DAMAGE, ACCESS AND TIME LIMITS

- Surveyors' costs. The Act says the reasonable costs of making or obtaining an award, of reasonable inspections of the work it covers, and of any other matter arising out of the dispute "shall be paid by such of the parties as the surveyor or surveyors making the award determine" (s.10(13)). Agree fees with any surveyor you appoint before they start.
- Cost of the work. Except as the Act provides, the building owner pays for work under it (s.11(1)). Some costs are shared — for example where work is needed because of a defect or want of repair (disrepair) (s.11(4) and (5)) — and your neighbour pays for extra works they ask for (s.11(9)).
- Damage. "The building owner shall compensate any adjoining owner and any adjoining occupier for any loss or damage which may result to any of them by reason of any work executed in pursuance of this Act" (s.7(2)). Where you lay open your neighbour's land or building you must provide proper hoarding, shoring or other temporary protection at your own expense (s.7(3)). Where you must make good damage, your neighbour can ask for the cost to be settled under section 10 and paid to them instead (s.11(8)).
- Record of condition. Before work starts, you and your neighbour can each take dated photographs, or agree a written record of the condition of the neighbour's property. gov.uk's booklet says this is not a requirement of the Act but is prudent, and that an award often contains such a record so that any damage can be properly attributed and made good.
- Security. Your neighbour may serve a notice asking you to give security before you begin, in an amount agreed or settled under section 10 (s.12(1)).
- Access. You and your builder may enter your neighbour's land during usual working hours to carry out work under the Act (s.8(1)); a surveyor appointed under the Act may enter for the purpose of their appointment (s.8(5)). The building owner must first serve notice on the owner and the occupier: at least 14 days ending with the day of entry, or, in an emergency, as much notice as is reasonably practicable (s.8(1) and (3) to (6)). Page E is that notice.
- Time limits. A party structure notice and an excavation notice stop having effect if the work has not begun within 12 months beginning with the day of service and is not prosecuted with due diligence (s.3(2)(b) and s.6(8)). If your start date slips, you may need to serve again.

GET A PARTY WALL SURVEYOR'S ADVICE WHERE THERE IS A DISPUTE OR ANY DOUBT

Speak to a party wall surveyor before you go further if: your neighbour dissents or does not reply within 14 days; you are not sure which notice applies or who the adjoining owners are; the work involves special foundations, underpinning or deep excavation; your neighbour serves a counter notice or asks for security; or anything in an award looks wrong — the appeal period is only 14 days.

This pack helps you prepare notices and keep track. It does not settle a dispute and it cannot replace a surveyor's award. A solicitor can advise on the law.

6 WHAT IS IN THIS PACK

- Page C — covering letter to your neighbour. Pages N1, N2 and N3 — the line of junction notice (section 1), party structure notice (section 3) and adjacent excavation notice (section 6). Page R — reply form for your neighbour.
- Send the covering letter, each notice that applies with its drawings, and the reply form. Keep a copy of everything.
- Later, only if needed: page A — request to your neighbour to appoint a surveyor (section 10(4)); page E — notice of intention to enter your neighbour's land (section 8). Page T — the tracker, for you to keep.

PARTY WALL NOTICE PACK

Covering letter — send it with your notice(s) and the reply form

SEND TO YOUR NEIGHBOUR

KD-HM-PW-011 Rev A0

C LETTER TO YOUR NEIGHBOUR ABOUT THE PLANNED WORK

For you: this letter explains the notices; it is not itself a notice. Keep it friendly and plain. Delete nothing from the notices themselves.

YOUR NAME(S)

YOUR ADDRESS

DATE OF THIS LETTER

NEIGHBOUR'S NAME(S)

NEIGHBOUR'S ADDRESS

YOUR PHONE / EMAIL

Dear neighbour,

We are planning building work at our property and are writing to you before it starts. The Party Wall etc. Act 1996 asks us to give you notice of work that affects the wall or boundary we share, or that involves digging near your home. The enclosed notice(s) give the details; this letter explains them.

THE WORK WE ARE PLANNING

We enclose (tick each one enclosed):

- ☐ A line of junction notice (section 1) — a new wall on the boundary
- ☐ A party structure notice (section 3) — work to the wall or structure we share
- ☐ An adjacent excavation notice (section 6) — digging near your building
- ☐ Drawings or plans referred to in the notice(s)
- ☐ A reply form you can use

PLANNED START DATE

OUR BUILDER (IF CHOSEN)

OUR SURVEYOR (IF ANY)

What you can do. You can agree to the notice (consent) in writing, or not agree (dissent). If you do not consent in writing within 14 days beginning with the day a party structure notice or an excavation notice is served on you, the Act treats you as dissenting, and a surveyor will then be needed — either one we both agree on, or one each. You may want advice from a party wall surveyor before you reply.

We will take care to avoid unnecessary inconvenience, and the Act makes us responsible for loss or damage the work causes to you (s.7(1) and (2)). We would be happy to agree a record of the condition of your property, with dated photographs, before work starts. We would like to talk the work through with you and answer any questions.

BEST WAY AND TIMES TO REACH US

WE COULD MEET ON

Yours sincerely,

PRINTED NAME (1)

SIGNATURE

DATE

PRINTED NAME (2)

SIGNATURE

DATE

PARTY WALL NOTICE PACK

Notice N1 — line of junction notice under section 1

SEND TO YOUR NEIGHBOUR

KD-HM-PW-011 Rev A0

N1 LINE OF JUNCTION NOTICE — PARTY WALL ETC. ACT 1996, SECTION 1

For you: serve one on each adjoining owner, at least one month before you intend the work to start — counted from the day it is served (by post, the day it would normally be delivered). Keep a copy and record how and when it was served (page T).

TO: ADJOINING OWNER(S)

ADDRESS OF THE ADJOINING LAND

FROM: BUILDING OWNER(S)

BUILDING OWNER'S ADDRESS

YOUR LAND WHERE THE WALL WILL BE BUILT

PHONE / EMAIL

I/We, the building owner(s) named above, own the land next to yours. I/We give you notice under section 1 of the Party Wall etc. Act 1996 that I/we desire to build the wall described below on the line of junction between your land and mine/ours. The wall will be (tick one):

- ☐ A party wall or party fence wall astride the line of junction (section 1(2))
- ☐ A wall placed wholly on my/our own land, up to the line of junction (section 1(5))
- ☐ Wall wholly on my/our land only: I/we may need to place projecting footings and foundations below the level of your land, as section 1(6) allows, where necessary to build the wall

DESCRIPTION OF THE INTENDED WALL

DRAWINGS ENCLOSED

INTENDED START DATE

If the wall is to be astride the line of junction: you may consent to it by a notice served on me/us within 14 days beginning with the day this notice is served on you. If you consent, the wall will be built half on your land and half on mine/ours, or in another position we agree, and the cost of building it will be shared between us from time to time in proportion to the use each of us makes or will make of it, having regard to the cost of labour and materials at the time (section 1(3)). If you do not consent within that period, the Act allows the wall to be built only at my/our own expense and wholly on my/our own land (section 1(4)). Special foundations will not be placed on your land without your consent in writing (section 7(4)). Any dispute about this notice is settled under section 10 of the Act (section 1(8)). You may use the enclosed reply form, and may wish to take advice before you reply.

SURVEYOR OR AGENT ACTING FOR ME/US (IF ANY)

SURVEYOR'S PHONE / EMAIL

IF A DISPUTE ARISES, I/WE PROPOSE AS AGREED SURVEYOR (OPTIONAL)

I/WE ARE WILLING TO RECEIVE NOTICES BY EMAIL AT (OPTIONAL)

Signed by the building owner(s),

PRINTED NAME (1)

SIGNATURE

DATE

PRINTED NAME (2)

SIGNATURE

DATE

DATE SERVED

HOW SERVED

PARTY WALL NOTICE PACK

Notice N2 — party structure notice under section 3

SEND TO YOUR NEIGHBOUR

KD-HM-PW-011 Rev A0

N2 PARTY STRUCTURE NOTICE — PARTY WALL ETC. ACT 1996, SECTION 3

For you: serve one on each adjoining owner, at least two months before the date the work will begin — counted from the day it is served (by post, the day it would normally be delivered). Keep a copy and record how and when it was served (page 7).

TO: ADJOINING OWNER(S)

ADDRESS OF THE ADJOINING PROPERTY

FROM: BUILDING OWNER(S) — NAME(S)

BUILDING OWNER'S ADDRESS

YOUR PROPERTY WHERE THE WORK WILL BE DONE

PHONE / EMAIL

I/we, the building owner(s) named above, give you notice under section 3 of the Party Wall etc. Act 1996 (a party structure notice) that I/we intend to exercise the rights in section 2 of the Act ticked below, in relation to the following (tick all that apply):

- ☐ Party wall ☐ Party fence wall ☐ Party structure (e.g. a floor between flats) ☐ The wall of your building (not shared)

WHICH WALL OR STRUCTURE

- ☐ Underpin, thicken or raise it (section 2(2)(a))
☐ Make good, repair, or demolish and rebuild it, because of defect or want of repair (disrepair) (section 2(2)(b))
☐ Demolish it and rebuild it of sufficient strength or height for my/our intended building (section 2(2)(e))
☐ Cut into it — for example to insert a beam or a damp-proof course (section 2(2)(f))
☐ Cut away a footing, or a projecting chimney breast, jamb, flue or other projection (section 2(2)(g))
☐ Cut away or demolish parts of your wall or building that overhang my/our land or the party wall, so far as necessary to put up or raise a vertical wall against it (section 2(2)(h))
☐ Cut into the wall of your building to insert a flashing or other weather-proofing (section 2(2)(j))
☐ Other necessary works incidental to connecting the party structure with your premises (section 2(2)(k))
☐ Another right in section 2(2) — named in the particulars below

NATURE AND PARTICULARS OF THE PROPOSED WORK

Special foundations (tick one):

- ☐ No special foundations are proposed
☐ Special foundations are proposed: plans, sections and details of construction, with reasonable particulars of the loads they will carry, are enclosed (section 3(1)(b))

DRAWINGS ENCLOSED

DATE THE WORK WILL BEGIN

What happens next. If you do not serve a notice of consent within 14 days beginning with the day this notice is served on you, you will be treated as dissenting and a dispute will be treated as having arisen (section 5); it is then settled under section 10. You may serve a counter notice within one month (section 4). Special foundations will not be placed on your land without your consent in writing (section 7(4)). This notice stops having effect if the work has not begun within 12 months beginning with the day it is served and is not prosecuted with due diligence (section 3(2)(b)). You may use the enclosed reply form, and may wish to take advice before you reply.

OUR SURVEYOR OR AGENT (IF ANY)

SURVEYOR'S PHONE / EMAIL

PROPOSED AGREED SURVEYOR (OPTIONAL)

WE ACCEPT NOTICES BY EMAIL AT

Signed by the building owner(s),

PRINTED NAME (1)

SIGNATURE

DATE

PRINTED NAME (2)

SIGNATURE

DATE

DATE SERVED

HOW SERVED

PARTY WALL NOTICE PACK

Notice N3 — adjacent excavation notice under section 6

SEND TO YOUR NEIGHBOUR

KD-HM-PW-011 Rev A0

N3 ADJACENT EXCAVATION NOTICE — PARTY WALL ETC. ACT 1996, SECTION 6

For you: serve one on each adjoining owner within the distance, at least one month before you begin to excavate — counted from the day it is served (by post, the day it would normally be delivered). Plans and sections must go with it. Record how and when it was served (page T).

TO: ADJOINING OWNER(S)

ADDRESS OF THEIR BUILDING OR STRUCTURE

FROM: BUILDING OWNER(S)

BUILDING OWNER'S ADDRESS

YOUR LAND WHERE THE EXCAVATION WILL BE

PHONE / EMAIL

I/We, the building owner(s) named above, give you notice under section 6 of the Party Wall etc. Act 1996 that I/we propose to excavate, or excavate for and erect a building or structure, within the distance of your building or structure ticked below (tick at least one):

- ☐ Within 3 metres, measured horizontally, and going deeper than the bottom of your foundations (section 6(1))
- ☐ Within 6 metres, measured horizontally, and meeting a line drawn down at 45 degrees from the bottom of your foundations at the face of your outside wall (section 6(2))

MY/OUR PROPOSALS

NEAREST DISTANCE TO YOUR BUILDING (M)

DEPTH OF EXCAVATION (M)

DEPTH OF YOUR FOUNDATIONS, IF KNOWN

Underpinning or safeguarding your foundations (section 6(5)) — tick one; the Act requires the notice to say which:

- ☐ I/We propose to underpin or otherwise strengthen or safeguard the foundations of your building or structure, as described below
- ☐ I/We do not propose to underpin or otherwise strengthen or safeguard the foundations of your building or structure

HOW YOUR FOUNDATIONS WILL BE UNDERPINNED OR SAFEGUARDED (IF PROPOSED)

PLANS AND SECTIONS ENCLOSED

DATE EXCAVATION WILL BEGIN

What happens next. If you do not serve a notice of consent within 14 days beginning with the day this notice is served on you, you will be treated as dissenting and a dispute will be treated as having arisen (section 6(7)); it is then settled under section 10. You may require me/us to underpin or otherwise strengthen or safeguard your foundations so far as necessary, at my/our expense (section 6(3)). When the work is finished I/we will give you particulars, including plans and sections, if you ask (section 6(9)). This notice stops having effect if the work has not begun within 12 months beginning with the day it is served and is not prosecuted with due diligence (section 6(8)). You may use the enclosed reply form, and may wish to take advice before you reply.

SURVEYOR OR AGENT ACTING FOR ME/US (IF ANY)

SURVEYOR'S PHONE / EMAIL

IF A DISPUTE ARISES, I/WE PROPOSE AS AGREED SURVEYOR (OPTIONAL)

I/WE ARE WILLING TO RECEIVE NOTICES BY EMAIL AT (OPTIONAL)

Signed by the building owner(s),

PRINTED NAME (1)

SIGNATURE

DATE

PRINTED NAME (2)

SIGNATURE

DATE

DATE SERVED

HOW SERVED

PARTY WALL NOTICE PACK

Reply form — for your neighbour to complete and return

FOR YOUR NEIGHBOUR TO RETURN

KD-HM-PW-011 Rev A0

R REPLY TO NOTICE(S) UNDER THE PARTY WALL ETC. ACT 1996

FOR THE NEIGHBOUR RECEIVING THE NOTICE

Your neighbour has served notice on you under the Party Wall etc. Act 1996. You can use this form to reply, or reply in your own words. A party wall surveyor can advise you before you reply.

For a party structure notice or an excavation notice, you have 14 days beginning with the day it was served on you to consent in writing. If you do not, the Act treats you as dissenting and a dispute arises, which is settled by an agreed surveyor or by one surveyor each (sections 5, 6(7) and 10).

If a dispute arises and you do not appoint a surveyor, the building owner can serve a request on you. If you then refuse, or do not appoint one within 10 days beginning with the day that request is served, the building owner may appoint a surveyor on your behalf (section 10(4)).

Consenting does not take away the building owner's duty to compensate you for loss or damage caused by the work (section 7(2)). Before work starts, you can take dated photographs of your property, or agree a written record of its condition with the building owner.

YOUR NAME(S)

YOUR ADDRESS

PHONE / EMAIL

BUILDING OWNER(S) WHO SERVED THE NOTICE

THEIR PROPERTY

Line of junction notice (section 1) — only if you received one; tick one

If you consent to a wall astride the boundary, the wall is built half on your land and half on theirs, or in another position you both agree, and the cost of building it is shared between you from time to time, in proportion to the use each of you makes or will make of the wall, having regard to the cost of labour and materials at the time each of you uses it (section 1(3)). Record the agreed position and cost split below, and get advice before you consent.

DATE IT WAS SERVED ON YOU

- ☐ I/We consent to the building of a party wall or party fence wall astride the line of junction, as described in the notice (section 1(3))
- ☐ I/We do not consent to a wall astride the line of junction
- ☐ I/We acknowledge a notice for a wall to be built wholly on the building owner's own land (the Act has no consent step for this kind of wall; any dispute is settled under section 10)
- ☐ I/We consent in writing to special foundations being placed on my/our land for this wall, as described in the notice (section 7(4))
- ☐ I/We do not consent to special foundations being placed on my/our land for this wall

Special foundations. If you consent to special foundations on your land and later build something whose cost is increased because of them, the owner of the building the foundations belong to must repay you so much of the cost as is due to them — if you send an account, with the invoices and other supporting documents, within two months beginning with the day your work is completed (section 11(10)). This applies to consent under the party structure section below too.

AGREED POSITION OF THE WALL (IF YOU CONSENT)

AGREED COST SPLIT (IF YOU CONSENT)

Party structure notice (section 3) — only if you received one

DATE IT WAS SERVED ON YOU

- ☐ I/We consent to the work described in the party structure notice
- ☐ I/We dissent from the party structure notice, and a dispute has arisen (sections 5 and 10(1))
- ☐ I/We intend to serve a counter notice (section 4) — it must be served within one month of the party structure notice, with plans, sections and particulars of the works required
- ☐ I/We consent in writing to special foundations being placed on my/our land, as described in the notice (section 7(4))
- ☐ I/We do not consent to special foundations being placed on my/our land
- ☐ I/We consent in writing to the work starting before the two months' notice period ends, on or after the date below (section 3(3)(a)) — anyone else living in the property as an occupier must consent in writing too

EARLIEST START DATE AGREED

OCCUPIER'S NAME AND SIGNATURE (EARLY START ONLY)

Adjacent excavation notice (section 6) — only if you received one

DATE IT WAS SERVED ON YOU

PARTY WALL NOTICE PACK

continued

FOR YOUR NEIGHBOUR TO RETURN

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- ☐ I/We consent to the excavation notice
- ☐ I/We dissent from the excavation notice, and a dispute has arisen (sections 6(7) and 10(1))
- ☐ I/We require you to underpin or otherwise strengthen or safeguard the foundations of my/our building or structure so far as necessary, at your expense (section 6(3))

Surveyor — complete only if you dissent (tick one)

- ☐ I/We agree that the surveyor named below acts as the agreed surveyor for both owners (section 10(1)(a))
- ☐ I/We appoint the surveyor named below as my/our surveyor (section 10(1)(b))

SURVEYOR'S NAME	FIRM AND ADDRESS	PHONE / EMAIL

Appointments of surveyors must be in writing and cannot be rescinded (section 10(2)): confirm the appointment with your surveyor in writing too. A surveyor cannot be one of the owners (section 20). If you want to agree only on conditions, take a surveyor's advice on how to reply.

Notices by email (optional)

- ☐ I/We are willing to receive notices and other documents under the Act by email, at the address below. I/We can withdraw this by giving notice (section 15(1A) and (1B)).

EMAIL ADDRESS FOR NOTICES

Signed by the adjoining owner(s),

PRINTED NAME (1)

SIGNATURE

DATE

PRINTED NAME (2)

SIGNATURE

DATE

PARTY WALL NOTICE PACK

SEND TO YOUR NEIGHBOUR

Request A — ask your neighbour to appoint a surveyor under section 10(4)

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A REQUEST TO APPOINT A SURVEYOR — PARTY WALL ETC. ACT 1996, SECTION 10(4)

For you: use this only after a dispute has arisen — for example when 14 days have passed after a party structure notice or excavation notice was served with no consent — and your neighbour has not appointed a surveyor. Get a surveyor's advice before you serve it. The 10 days run from the day this request is served (by post, the day it would normally be delivered). Serve it as page 3 of the guide explains. This request is part of the route where each owner appoints a surveyor (section 10(1)(b)): appoint your own surveyor in writing first. Silence never makes anyone the agreed surveyor — that needs you both to agree (section 10(1)(a)). If the 10 days pass, get your surveyor's advice before you appoint a surveyor on your neighbour's behalf (section 10(4)); because section 10(1)(b) has the two appointed surveyors select a third, that person should not be your own surveyor (our reading of the Act — confirm with your surveyor).

TO: ADJOINING OWNER(S)

THEIR ADDRESS

FROM: BUILDING OWNER(S)

BUILDING OWNER'S ADDRESS

NOTICE SERVED (TYPE AND SECTION)

DATE THAT NOTICE WAS SERVED

DISPUTE AROSE ON

A dispute has arisen between us under the Party Wall etc. Act 1996 about the notice described above. Under section 10(1) of the Act, we must either agree on one surveyor, or each appoint a surveyor.

I/We have appointed, in writing, the surveyor named below as my/our surveyor (section 10(1)(b)).

MY/OUR SURVEYOR — NAME AND FIRM

SURVEYOR'S ADDRESS, PHONE AND EMAIL

I/We request that you appoint a surveyor under section 10(1)(b) of the Act, and tell me/us the name and contact details of your surveyor. If you refuse to appoint a surveyor, or do not appoint one within 10 days beginning with the day this request is served on you, I/we may appoint a surveyor on your behalf (section 10(4)). A party wall surveyor can advise you.

Optional: I/we would instead agree to the person named below acting as the agreed surveyor for both of us (section 10(1)(a)), but only if you confirm that in writing. Silence will not be treated as agreement.

AGREED SURVEYOR OFFERED (OPTIONAL)

Signed by the building owner(s),

PRINTED NAME (1)

SIGNATURE

DATE

PRINTED NAME (2)

SIGNATURE

DATE

DATE SERVED

10 DAYS END ON

HOW SERVED

PARTY WALL NOTICE PACK

Notice E — notice of intention to enter under section 8

SEND TO YOUR NEIGHBOUR

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E NOTICE OF INTENTION TO ENTER LAND OR PREMISES — PARTY WALL ETC. ACT 1996, SECTION 8

For you: serve it on both the owner and the occupier of the neighbouring premises. Outside an emergency, it must be served at least 14 days ending with the day of the proposed entry (by post, count from the day it would normally be delivered); in an emergency, give as much notice as is reasonably practicable (section 8(3) and (4)). Entry is for carrying out work under the Act, during usual working hours (section 8(1)).

TO: OWNER(S) OF THE PREMISES

TO: OCCUPIER(S) OF THE PREMISES

PREMISES TO BE ENTERED

FROM: BUILDING OWNER(S)

I/We, the building owner(s) named above, give you notice under section 8 of the Party Wall etc. Act 1996 that I/we intend to enter the premises named above, for the purpose of carrying out work in pursuance of the Act described below, during usual working hours.

PROPOSED DATE(S) OF ENTRY

HOURS

NOTICE OR AWARD THIS WORK IS UNDER

THE WORK TO BE CARRIED OUT FROM YOUR PREMISES

WHO WILL ENTER

CONTACT ON THE DAY

This is an emergency: I/we have given as much notice as is reasonably practicable (section 8(3)(a))

I/We will keep inconvenience to a minimum, and the Act makes me/us responsible for loss or damage caused by work done under it (sections 7(1) and (2)).

Signed by the building owner(s),

PRINTED NAME (1)

SIGNATURE

DATE

PRINTED NAME (2)

SIGNATURE

DATE

DATE SERVED

HOW SERVED, AND ON WHOM

PARTY WALL NOTICE PACK

Timeline tracker — notices, replies, surveyors, award and the work

FOR YOU TO KEEP

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T1 NOTICES SERVED

One row for each notice on each adjoining owner. This tracker does not work out dates for you. Count every period from the day of service — by hand, the day handed over; by post, the day it would normally be delivered, not the day posted — "beginning with the day" of service, then add a margin.

ADJOINING OWNER AND ADDRESS	NOTICE	SERVED	HOW SERVED	REPLY DUE	START FROM	REPLY	LAPSE DATE

T2 SURVEYORS AND THE AWARD

ADJOINING OWNER	OUR SURVEYOR	THEIR SURVEYOR	THIRD	AWARD	APPEAL ENDS	COSTS

SECTION 10(4) REQUEST (PAGE A) SERVED ON	10 DAYS END ON	WHAT HAPPENED

T3 THE WORK

BUILDER GIVEN NOTICES, REPLIES AND AWARD ON		RECORD OF CONDITION TAKEN OR AGREED ON	SECURITY REQUESTED? OUTCOME
NOTICE OF ENTRY (PAGE E) SERVED ON	WORK STARTED ON	WORK COMPLETED ON	PARTICULARS GIVEN (S.6(9))
FINAL INSPECTION BY SURVEYOR(S)			
DAMAGE REPORTED AND WHAT WAS DONE			

T4 COMPLETED BY

I keep this tracker as my own record of the notices, replies and dates above.

HOMEOWNER — PRINTED NAME	SIGNATURE	DATE

PARTY WALL NOTICE PACK

continued

FOR YOU TO KEEP

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-14	first-issue	First issue.	— not yet approved —
A0	2026-09-14	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.