

**PARTY STRUCTURE NOTICE**  
(TO BE COMPLETED BY THE BUILDING OWNER/S)

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**Party Wall etc. Act, 1996 Section 3**

To: ..... (ADJOINING OWNER)  
of ..... (ADJOINING OWNER'S ADDRESS)

I/We ..... (BUILDING OWNER)  
of ..... (BUILDING OWNER'S ADDRESS)

as owner of ..... (BUILDING OWNER'S ADDRESS)

which adjoins your  
premises known as ..... (ADJOINING OWNER'S ADDRESS)

**HEREBY SERVE YOU WITH NOTICE THAT, IN ACCORDANCE WITH MY/OUR RIGHTS:**

Under Section 2 (2), paragraphs ..... 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.

The proposed works are:

.....  
.....  
.....

It is intended to commence works as soon as the notice has run but preferably 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 **Mr James Lewis BSc. (Hons) MRICS of James Lewis Chartered Surveyors, 69 Dartnell Park Road, West Byfleet, Surrey, KT14 6PX** to sign, issue, serve, receive, and respond to all notices and make all requests and appointments under the Act, which may be necessary to expedite the progress of the matter in accordance with the works detailed above.

**PLEASE NOTE THAT IF THE PROPERTY IS JOINTLY OWNED ALL OWNERS MUST SIGN BELOW**

Signed ..... (DATE)...../...../.....

Signed ..... (DATE)...../...../.....

Authorised to sign  
on behalf of ..... (BUILDING OWNER)