

# PARTY STRUCTURE NOTICE

## PARTY WALL etc. ACT 1996 (SECTION 3)

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Devon Party Walls Ltd

### Party Wall etc. Act 1996 Notice Templates

Notice templates are provided free of charge for domestic residential purposes only. They are not to be copied or used by commercial organisations without written permission from Devon Party Walls Ltd (DPWL).

Use of the forms is at your own risk and DPWL shall not be held responsible for any errors or omissions leading to losses or other consequences, either directly or indirectly.

Using the Notices as drafted may have the effect of appointing Andrew Lane as a 'surveyor' under Section 10 of the Act . Please contact us if you need further information on this point as fees may subsequently arise.

#### Notes on 'Notices' Generally

It is really important to ensure you use the correct Notice template for the work you intend to undertake. You can list multiple items of work on the same Notice provided they are covered under the same Section:-

- Section 1 Notice - New building on the line of junction (1 month notice)
- Section 3 Notice - For Section 2 works (repair etc of existing party walls, party fence walls or party structures) (2 months notice)
- Section 6 Notice - Adjacent excavation and construction (1 month notice)

You can issue subsequent Notices at any time but the notice period obviously resets.

Ensure all works are correctly identified and the descriptions are accurate and sufficiently detailed. Section 6 Notices in particular must be accompanied by plans and sections detailing the location and depth of the proposed excavation. It is good practice to include drawings with all Notices.

The Notices must be served by delivering to the owner in person or sending it by post to the last-known place of residence or place of business. Refer to Section 15 of the Act for further detail. Include a copy of the corresponding Acknowledgement form with the Notice to assist the process of responding.

ALL qualifying adjoining owners must be identified and ALL must receive the relevant Notices. Adjoining owners are Freeholders and can be Leaseholders as well. Section 20 provides specific details on the definitions.

#### Template Formatting

The templates have been formatted to make the completion as easy as possible.

- Click on the RED sections and start typing the necessary details.
- Where you see 'select' in the RED sections there is a DROP-DOWN box with the appropriate options

#### Further Help and Guidance

If you have any questions on completing the forms or other Party Wall queries please give us a call or send us an e-mail.

Phone: 07871 781964

email: [info@devonpartywalls.com](mailto:info@devonpartywalls.com)

web: [www.devonpartywalls.com](http://www.devonpartywalls.com)

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To: *insert name(s) of adjoining owner(s)*  
of *insert adjoining owner(s) main postal address (where living currently)*  
*select 'I' or 'We' insert your name(s) - as building owners*

of *insert building owner's main postal address (where living currently)*  
as owner(s) of the land and premises known as

*insert address of building owner's property where the work is proposed*

which adjoins your land and premises known as

*insert the address of the adjoining property*

### IN ACCORDANCE WITH SECTION 3(1) HEREBY SERVE YOU WITH NOTICE THAT

Under Section 2(2), and with reference to the *insert 'party wall', 'party structure' or 'party fence wall' as applicable* 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:

*insert a full description of the works here*

It is intended to commence works *insert 'after two months' or 'on [date]'* or earlier by agreement.

Under Section 5, if you do not consent to the works within 14 days of receiving this Notice you are deemed to have dissented and a dispute 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.

In those circumstances *select 'I' or 'we'* would appoint

Mr Andrew Lane  
of  
Devon Party Walls Ltd  
Combecote, 31 Ridge Hill, Dartmouth, TQ6 9PE

as *select 'my' or 'our'* surveyor or as Agreed Surveyor if you concur with such an appointment.

Signed: .....  
Building Owner  
(All Owners must sign)

Print Name: .....

Dated: *select date from this drop down box*