To: ***(The name of the adjoining owner or owners – check Land Registry)***  
Address:***(The address of the adjoining owner)***  
From: ***(Your name and the name of your co-owners)***

Address: ***(Your address)***

**Under the Party Wall etc. Act 1996 Section 3**

As the building owner/s of the land and premises known as:

***(Full address of the place where the work is taking place. Often the same as your address)***

**I HEREBY GIVE YOU NOTICE THAT**

* I intend to exercise the right given to me by Section 2 of the Act in paragraphs 2(2) – (a),(b),(c),(d),(e),(f),(g),(h),(j),(k),(l),(m)(i),(m)(ii),(n).

***(You need to know what you do and which rights you want to use visit*** [***https://www.legislation.gov.uk/ukpga/1996/40/section/2***](https://www.legislation.gov.uk/ukpga/1996/40/section/2) ***for the read of all rights. Delete what you do not use.)***

* I will carry out the work described below:
  + ***(I will insert a steel beam into the party wall at the loft level)***
  + ***(I will install fireproofing to the underside of the roof at the top of the party wall)***
  + ***…***
* The works are further shown in the accompanying drawings, number:
  + ***(as shown in your principal designer title block)***
  + ***(as shown in your principal designer title block)***
  + ***…***
* It is intended to commence the work after two months, on or about ***(date dd/mm/yyyy)*** per the requirement of the Act or soon after the receipt of the positive acknowledgement of this notice and your consent.
* In the event of matters which require to be resolved, I will appoint as my surveyor

Piotr Bytnar BEng (Hons) MSc CEng MIStructE

75 Sir Henry Brackenbury Road, TN23 3FJ, Ashford

Signed: ***(ALL OWNERS)*** Date: ……………….

(Owner/s)

***(The italic text in green is to be deleted and changed as required)***

***(The Act works between the owners therefore all owners of your property must sign this notice as well as the adjoining property owners must be listed)***

***(The drawings are not required by the act unless you are proposing special foundations in which case it is mandatory to show plans, sections and details of construction of the special foundations together with reasonable particulars of the loads to be carried thereby. We find that notices accompanied by professional drawings done by a principal designer to a construction level of detail show your due diligence and thoroughness which often persuades the adjoining owner to sign the agreement to works)***

***(The default notice period is 2 months, and the default dispute arises after 14 days - it is the time to contact BYTNAR to appoint a surveyor in writing)***

***If in doubt*** [***BYTNAR***](https://www.bytnarengineeringsolutions.com/contact) ***can issue these for you.***