Disclaimer: This template is provided for general guidance only. Before serving notice or taking legal action, seek professional advice. Full terms apply at www.charterhousesurveying.com

[Your Neighbours Name]
[Your Neighbours Address]

[Date]

INTENDED WORKS AND REQUIREMENT FOR NOTICE UNDER THE PARTY WALL etc. ACT 1996

Dear [Your Neighbours Name],

We are writing to you as the owner(s) of *[Your Property Address]*. It has come to our attention that you are intending to commence building works at your property shortly, specifically *[briefly describe works, e.g., excavating within 3 metres of my building / cutting into the shared party wall / erecting a wall along the boundary line]*.

Please be advised that we have taken advice and these works are subject to mandatory statutory notification under the Party Wall etc. Act 1996 (the Act). To date, no formal statutory notice accompanied by the required plans and structural details has been served on us.

The law states that you have no statutory right or authority to undertake notifiable works without first serving a valid notice. Carrying out such works without serving notice and following the process outlined with the Act would mean your works will be classed as 'unlawful'.

We request that you confirm in writing that no notifiable works will commence on site until valid Party Wall notices have been served and the statutory procedure has been fully complied with (either by our written consent or by the making of a Party Wall Award).

If notifiable works commence without service of statutory notices and full compliance with the Act, we reserve the right to instruct solicitors to apply immediately to the County Court for an interim injunction to stop the works. Please note that in such circumstances, we will also seek an order requiring you to pay all legal costs incurred. We hope this will not be necessary and that we can resolve this matter amicably and in accordance with the law.

Please be assured that once we receive a valid notice, we will reply as soon as possible so as to not hold up your works.

We look forward to hearing from you soon.

Yours sincerely,

[Your Signature]
[Your Name]