<Name>  
<Address with postcode>

<Date>

Dear <xxxxx>,

**The Party Wall Act 1996**  
**Notice of Proposed Works under Section 2 – Party Structure Notice**

We, <John Jones and Maria Jones>, owners of <address>, which is adjacent to your property at <address>, are writing to inform you, in accordance with our rights under Section 2 of the Party Wall etc Act 1996, of our intention to undertake building works.

Please refer to the enclosed explanatory booklet for more information about the Act.

Our proposed works involve a loft conversion and include:

* Cutting into the wall to use it as a load-bearing wall for a beam
* Demolishing and rebuilding a portion of the wall
* Increasing the wall's thickness or height
* Cutting off projections from the party wall
* Removing a chimney breast from the party wall

These works do not involve special foundations.

We have attached copies of the relevant plans and planning consent for your review.

Our intended start date for these works is on or after 1 August 2023, or earlier with your written consent.

If you agree to the proposed works, please complete, sign, and return the enclosed letter within 14 days of receiving this notice.

If you do not provide written consent for the work to proceed, it will be considered a dispute under the Act.

In the event of a dispute, would you agree to appoint an "Agreed Surveyor"? If so, we propose using <Name of Surveyors> of <address> <Telephone>. However, we are open to your suggestions. If you do not agree, please inform us of the surveyor you intend to appoint.

Yours sincerely,

Steven Smart and Mary Smart

**Explanatory Notes on Completing the Notice**

1. **Adjoining Owner** – Include the neighbour’s full name(s) if possible. For jointly owned properties, include all owners’ names. If unknown, use “to the owner”.
2. **Adjoining Owner’s Main Address** – If the owner does not reside at the premises, send the notice to their main address. If unknown, use the address of the property adjacent to where the work is proposed.
3. **Date** – Include the date the notice is posted or served for clarity.
4. **Title** – Use “Sir or Madam” if the title is unknown.
5. **Building Owner’s Property** – This is the address where the proposed work will take place.
6. **Adjoining Owner’s Property** – This is the address of the premises next to where the work is proposed.
7. **Building Owner** – This is the owner of the premises where the work is proposed. Include all owners’ names if the property is jointly owned.
8. **Building Owner’s Main Address** – This is your main correspondence address, which may differ from the property where the work is to be carried out.
9. **Explanatory Booklet** – Providing this booklet helps the adjoining owner understand the reason for your notice. It can be downloaded from gov.uk.
10. **Description of Works** – Provide detailed information about the proposed works affecting the party structure of the adjacent building. Include any plans and planning consent if no special foundations are involved.
11. **Special Foundations** – Defined by Section 20 of the Act, this refers to reinforcing existing foundations (not walls). Always include plans in such cases.
12. **Start Date of Works** – The start date must be after the end of the notice period, which is two months for a party structure. If the exact date is unknown, use “or after”.
13. **Option to Start Earlier by Agreement** – Include an option to start earlier if both parties agree.
14. **Attached Letter** – Prepare a letter for the neighbouring owner to use as the party wall agreement if they consent to the works.
15. **Agreed Surveyor’s Name** – Provide the details of the proposed “agreed” surveyor, though there is no requirement to appoint a surveyor unless a dispute arises.
16. **Building Owner’s Signature(s)** – All building owners should sign the notice unless one is authorised to sign on behalf of the others.