
PARTY WALL ETC. ACT 1996 NOTICE UNDER SECTIONS 1, 3 AND 6

To the Owners:

Mr A Sample of 20 Sample Bank, Sample Park Road, London XX1 1XX
Mrs B Sample of 66 Sample Grove, London XX1 2XX
being the registered proprietors of the freehold title XX000000, and any other person
having an interest in the adjoining premises within the meaning of section 20 of the Act.

Adjoining Owners' premises: 14 Sample Walk, London XX1 4XX

From the Building Owners:

Mr C Example and Mrs D Example
55 Example Road, London XX1 3XX

Building Owners' premises: 16 Sample Walk, London XX1 4XX

NOTICE

The Building Owners intend to carry out the construction of a single storey rear extension, with associated internal alterations, at 16 Sample Walk. The works affect your property as follows and notice is given under each of the following sections of the Act.

Section 1, new wall at the line of junction

In accordance with section 1(5) of the Act, the Building Owners intend, after the expiry of one month from service of this notice, to build a wall for the new rear extension wholly on their own land, up to but not astride the line of junction between 16 and 14 Sample Walk. The wall will be built entirely on the Building Owners' land and will not project over the boundary. The foundations may project under your land only if necessary and only in accordance with section 1(6) of the Act.

Section 3, party structure notice

In accordance with section 3 of the Act, the Building Owners intend, after the expiry of two months from service of this notice, to exercise the rights given by section 2 of the Act in respect of the party wall separating 16 and 14 Sample Walk, namely:

- a) to remove the chimney breasts at ground floor level on the Building Owners' side of the party wall and to retain the chimney stack above, supported on steel gallows brackets, in accordance with section 2(2)(g) of the Act;
- b) to cut into the party wall to fix the gallows brackets with resin anchors, and to insert any padstones, bearings, flashings or weatherings needed for the new steelwork and the extension roof, in accordance with section 2(2)(f) of the Act;
- c) to make good all works disturbed, in accordance with section 2(3) of the Act.

Section 6, adjacent excavation

In accordance with section 6(1) of the Act, the Building Owners intend, after the expiry of one month from service of this notice, to excavate for and construct the foundations of the new rear extension within 3 metres of your building and to a depth lower than the bottom of your foundations. The Building Owners do not propose to underpin or otherwise strengthen the foundations of your building.

Drawings

The proposed works are shown on the enclosed drawings:

PL-100 Existing and Proposed Site Plan, Example Architects, July 2026

PL-150 Existing and Proposed Ground Floor GA Plan, Example Architects, July 2026

PL-200 Existing and Proposed Rear Elevations, Example Architects, July 2026

E/0001 Rev A First Floor Plan with Gallows Bracket Detail, Example Engineers, July 2026 (preliminary)

Commencement

The works under sections 1 and 6 are intended to commence on or after 12 October 2026 and the works under section 3 are intended to commence on or after 12 November 2026, or earlier with your written agreement.

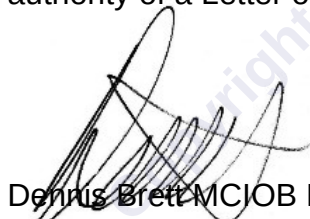
Your response

Under section 6(7) of the Act, if you do not give your consent in writing within 14 days of service of this notice you are deemed to have dissented and a dispute is deemed to have arisen. Under section 5 of the Act the same applies to the party structure notice. In that event the dispute is to be resolved under section 10 of the Act, either by an Agreed Surveyor appointed by both parties or by two surveyors, one appointed by each party. An acknowledgement form is enclosed for your reply.

Under section 15 of the Act this notice is served by first class post on the registered owners at their registered addresses, with a copy delivered to the owner or occupier at 14 Sample Walk.

Dated: 11 September 2026

Signed on behalf of the Building Owners, Mr C Example and Mrs D Example, under the authority of a Letter of Authority dated 7 September 2026:



Dennis Brett MCIOB FFPWS LCGI MPTS

Principal Surveyor, Site Sage Chartered Building Consultancy



107 Westbury Rise, Church Langley, Essex CM17 9NT

Member of the Chartered Institute of Building

Fellow FPWS · Member, Pyramus & Thisbe Society

Licentiate of the City & Guilds Institute (LCGI)