

Party wall notice letters (blank templates)

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What this is

The ten official example letters published by the government for the Party Wall etc. Act 1996, collected in one file with the notes you need to complete them.

They are blank. Wherever you see [FILL IN: ...] you need to supply that information, and lines of dots are things you complete on the day you serve the notice — the date of service and your signature. A notice dated before the day it is actually served is one of the classic defects.

This is general information, not legal or surveying advice. England and Wales only.

Which letter do I need?

Four of the ten are notices you send. The other six are the replies your neighbour uses to consent or dissent — enclose the matching one, because a neighbour who can answer by signing a form says yes far more readily than one handed a blank page.

Letter 1 — party structure notice. Work to a wall or floor you share: cutting in to bear a beam, raising it, removing a chimney breast. Serve it at least TWO MONTHS before you start. Replies: letters 2 and 3.

Letter 4 — line of junction notice, astride the boundary. A new wall built half on each side of the boundary line. Needs your neighbour's written consent, not just notice. Serve it at least ONE MONTH before. Reply: letter 5.

Letter 6 — line of junction notice, on your own land. A new wall up to the boundary but wholly on your land. Serve it at least ONE MONTH before. Reply: letter 7.

Letter 8 — excavation notice. Digging within 3 metres of a neighbouring building and deeper than its foundations, or within 6 metres and deep enough to cut a line drawn down at 45 degrees from the bottom of those foundations. Serve it at least ONE MONTH before. It is NOT valid without plans and sections showing where and how deep. Replies: letters 9 and 10.

Many projects need more than one. An extension commonly needs letter 8 for the dig and letter 6 for the new flank wall, and letter 1 as well if it ties into the shared wall. A loft conversion usually needs letter 1. A basement usually needs letter 8, often with letter 1.

If you are not sure which apply to your project, the free checker at partywallchecker.com answers it in about 90 seconds — and where your answers leave room for doubt it says so and points you to a surveyor rather than guessing.

Before you serve

Serve on EVERY owner of the adjoining property. That means both halves of a couple, every leaseholder with more than a year left to run, and the freeholder. For a flat that is usually at least two people, and missing one is the commonest way a notice is found to be defective.

Check the start date is outside the notice period — two months for letter 1, one month for letters 4, 6 and 8. A start date inside the period voids the notice from day one.

You may serve in person, by post, or by email ONLY if the recipient has already agreed to accept service that way and given you an address for it.

Keep a copy of what you sent and note the date. The date of service starts every clock in the Act.

A notice lapses after 12 months if the work has not begun, and must then be served again.

TWO EDITS LETTER 8 NEEDS. It is printed here with BOTH the 3-metre and the 6-metre wording, because either can apply — delete whichever does not describe your dig, as serving both when only one is true misdescribes the works. It is also printed with the default wording that you do NOT propose to underpin or strengthen your neighbour's foundations; if you do propose to, you must change that sentence, because the Act requires the notice to state which it is.

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The example letters reproduced here are Crown copyright, published by the Ministry of Housing, Communities and Local Government as part of its explanatory booklet on the Party Wall etc. Act 1996, and reused under the Open Government Licence v3.0.

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The original publication is at gov.uk: Preventing and resolving disputes in relation to party walls.

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The ten official letters

Each letter starts on its own page, so you can print only the ones you need.

Complete every [FILL IN: ...] before serving, and leave the dotted lines until the day you serve.

Draft notice — Party structure notice (section 2)

To: The Owner

Of: [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there]

Date of service: _____

Write the date on the day you post or hand over this notice.

Dear Sir or Madam,

The Party Wall etc Act 1996

Notice of proposed works under section 2 of the Act — Party Structure Notice.

As the owner/s of [FILL IN: the address where the work will happen], which is adjacent to your premises at [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there], I/we [FILL IN: your full name(s) — every joint owner, exactly as on the deeds] of [FILL IN: your address for correspondence — where your neighbour should reply] notify you that in accordance with our rights under section 2 of the Party Wall etc Act 1996 I/we intend to carry out building works.

Further information about the Act can be found in the explanatory booklet available to download from: <https://www.gov.uk/party-wall-etc-act-1996-guidance>.

The proposed works are: [FILL IN: full description of the proposed works]

The proposed works do not involve special foundations.

I/we intend to start works on [FILL IN: proposed start date — after the notice period ends], or sooner with your written agreement.

If you are content for the works to go ahead as proposed please complete, sign and return the attached acknowledgement within 14 days of receiving this letter.

If you do not confirm in writing that you are content for the work to go ahead as proposed we will be 'in dispute' under the Act.

In the event of any dispute between us under the Act, would you be willing to agree to the appointment of an 'Agreed Surveyor'?

If the answer is yes, details of a proposed agreed surveyor can be advised if a dispute arises.

If the answer is no, please let me know whom you would appoint as your surveyor.

Yours sincerely

Signed: _____ Date signed: _____

[FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

All joint owners should sign, and date it the day you serve it.

Based on the government's example letter 1 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Reply form — Consent to the party structure notice

To: [FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

Of: [FILL IN: your address for correspondence — where your neighbour should reply]

Date: _____

The Party Wall etc Act 1996

Acknowledgment of Party Structure Notice

As Adjoining Owner/s under the Act of [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there] and having received notice/s dated _____ in respect of proposed works at [FILL IN: the address where the work will happen] and without prejudice to any of my/our rights under the Act,

Where a line gives you a choice (for example 'content / not content'), cross out the words that do not apply to you.

I am / We are content for the works set out in your notice to go ahead as proposed.

I/We am/are content / not content for you to start work on the earlier date of:

Complete this line only if you are happy for work to start before the notice period ends.

Yours sincerely

Signed: _____ Date: _____

Print name(s): _____

All joint owners should sign, print their names and date the letter.

Based on the government's example letter 2 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Reply form — Dissent from the party structure notice

To: [FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

Of: [FILL IN: your address for correspondence — where your neighbour should reply]

Date: _____

The Party Wall etc Act 1996

Acknowledgment of Party Structure Notice

As Adjoining Owner/s under the Act of [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there] and having received notice/s dated _____ in respect of proposed works at [FILL IN: the address where the work will happen] and without prejudice to any of my/our rights under the Act,

Where a line gives you a choice (for example 'content / not content'), cross out the words that do not apply to you.

I am / We are not content for the works set out in your notice to go ahead as proposed.

My/our objections are:

Optional — but stating them often helps resolve matters.

As we are now in dispute under the Act, if you intend to go ahead with the work:

Tick ONE option and cross out the other two.

() I/we concur in the appointment of _____ (agreed surveyor's name, if one has been proposed) to act as agreed surveyor.

() I/we do not agree with your proposal for agreed surveyor and propose the surveyor named below as an alternative to act as agreed surveyor, or as my/our surveyor if you do not concur.

() I/we shall be appointing the surveyor named below to act as my/our surveyor.

Surveyor's name and contact details (for the second or third option):

Yours sincerely

Signed: _____ Date: _____

Print name(s): _____

All joint owners should sign, print their names and date the letter.

Based on the government's example letter 3 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Draft notice — Line of junction notice — new wall astride the boundary (section 1(2))

To: The Owner

Of: [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there]

Date of service: _____

Write the date on the day you post or hand over this notice.

Dear Sir or Madam,

The Party Wall etc Act 1996

Notice of proposed works under section 1(2) of the Act — Line of Junction Notice.

As the owner/s of [FILL IN: the address where the work will happen], which is adjacent to your premises at [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there], I/we [FILL IN: your full name(s) — every joint owner, exactly as on the deeds] of [FILL IN: your address for correspondence — where your neighbour should reply] notify you that in accordance with our rights under section 1 of the Party Wall etc Act 1996 I/we intend to build at the Line of Junction between our properties.

Further information about the Act can be found in the explanatory booklet available to download from: <https://www.gov.uk/party-wall-etc-act-1996-guidance>.

I/we would, with your written permission, like to build a new wall as a party wall astride the boundary. If you are content for me/us to build a party wall astride the boundary please complete, sign and return the attached acknowledgement within 14 days. If I/we do not receive your written permission or you dissent, the wall will be built wholly on my/our own land up to the boundary line.

The proposed works are: [FILL IN: full description of the proposed works]

I/we intend to start works on [FILL IN: proposed start date — after the notice period ends], or sooner with your written agreement.

In the event of any dispute between us under the Act, would you be willing to agree to the appointment of an 'Agreed Surveyor'?

If the answer is yes, details of a proposed agreed surveyor can be advised if a dispute arises.

If the answer is no, please let me know whom you would appoint as your surveyor.

Yours sincerely

Signed: _____ Date signed: _____

[FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

All joint owners should sign, and date it the day you serve it.

Based on the government's example letter 4 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Reply form — Response to the line of junction notice (wall astride the boundary)

To: [FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

Of: [FILL IN: your address for correspondence — where your neighbour should reply]

Date: _____

The Party Wall etc Act 1996

Acknowledgment of Notice — Section 1(2) of the Act

As Adjoining Owner/s under the Act of [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there] and having received notice/s dated _____ in respect of proposed works at [FILL IN: the address where the work will happen] and without prejudice to any of my/our rights under the Act,

Where a line gives you a choice (for example 'content / not content'), cross out the words that do not apply to you.

I/We am/are content / not content for you to build a party wall astride the boundary between our properties as proposed in your notice.

I/We am/are content / not content for you to start work on the earlier date of:

Complete this line only if you are happy for work to start before the notice period ends.

In the event of a dispute arising under the Act:

Tick ONE option and cross out the other two.

() I/we would concur in the appointment of _____ (agreed surveyor's name, if one has been proposed) to act as agreed surveyor if required.

() I/we would not agree with your proposal for agreed surveyor and would propose the surveyor named below as an alternative to act as agreed surveyor, or as my/our surveyor if required.

() I/we would appoint the surveyor named below to act as my/our surveyor if required.

Surveyor's name and contact details (for the second or third option):

Yours sincerely

Signed: _____ Date: _____

Print name(s): _____

All joint owners should sign, print their names and date the letter.

Based on the government's example letter 5 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Draft notice — Line of junction notice — new wall wholly on your own land (section 1(5))

To: The Owner

Of: [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there]

Date of service: _____

Write the date on the day you post or hand over this notice.

Dear Sir or Madam,

The Party Wall etc Act 1996

Notice of proposed works under section 1(5) of the Act — Line of Junction Notice.

As the owner/s of [FILL IN: the address where the work will happen], which is adjacent to your premises at [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there], I/we [FILL IN: your full name(s) — every joint owner, exactly as on the deeds] of [FILL IN: your address for correspondence — where your neighbour should reply] notify you that in accordance with our rights under section 1 of the Party Wall etc Act 1996 I/we intend to build at the Line of Junction between our properties.

Further information about the Act can be found in the explanatory booklet available to download from: <https://www.gov.uk/party-wall-etc-act-1996-guidance>.

The new wall will be built wholly on my/our own land up to the boundary line.

The proposed works are: [FILL IN: full description of the proposed works]

I/we intend to start works on [FILL IN: proposed start date — after the notice period ends], or sooner with your written agreement.

In the event of any dispute between us under the Act, would you be willing to agree to the appointment of an 'Agreed Surveyor'?

If the answer is yes, details of a proposed agreed surveyor can be advised if a dispute arises.

If the answer is no, please let me know whom you would appoint as your surveyor.

Yours sincerely

Signed: _____ Date signed: _____

[FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

All joint owners should sign, and date it the day you serve it.

Based on the government's example letter 6 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Reply form — Response to the line of junction notice (wall wholly on their land)

To: [FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

Of: [FILL IN: your address for correspondence — where your neighbour should reply]

Date: _____

The Party Wall etc Act 1996

Acknowledgment of Notice — Section 1(5) of the Act

An acknowledgement is not essential for a wall wholly on your neighbour's own land unless they intend to lay special foundations on your land or want to start before the end of the notice period.

As Adjoining Owner/s under the Act of [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there] and having received notice/s dated _____ in respect of proposed works at [FILL IN: the address where the work will happen] and without prejudice to any of my/our rights under the Act,

Where a line gives you a choice (for example 'content / not content'), cross out the words that do not apply to you.

I/We am/are content / not content for you to start work on the earlier date of:

Complete this line only if you are happy for work to start before the notice period ends.

In the event of a dispute arising under the Act:

Tick ONE option and cross out the other two.

() I/we would concur in the appointment of _____ (agreed surveyor's name, if one has been proposed) to act as agreed surveyor if required.

() I/we would not agree with your proposal for agreed surveyor and would propose the surveyor named below as an alternative to act as agreed surveyor, or as my/our surveyor if required.

() I/we would appoint the surveyor named below to act as my/our surveyor if required.

Surveyor's name and contact details (for the second or third option):

Yours sincerely

Signed: _____ Date: _____

Print name(s): _____

All joint owners should sign, print their names and date the letter.

Based on the government's example letter 7 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Draft notice — Notice of adjacent excavation — 3/6 metre notice (section 6)

To: The Owner

Of: [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there]

Date of service: _____

Write the date on the day you post or hand over this notice.

Dear Sir or Madam,

The Party Wall etc Act 1996

Notice of proposed works under section 6 of the Act — Excavation and construction.

As the owner/s of [FILL IN: the address where the work will happen], which is adjacent to your premises at [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there], I/we [FILL IN: your full name(s) — every joint owner, exactly as on the deeds] of [FILL IN: your address for correspondence — where your neighbour should reply] notify you that in accordance with our rights under section 6(1) of the Party Wall etc. Act 1996 that I/we intend to build within 3 metres of your building and to a lower level than the bottom of your foundations by carrying out the building works detailed below; and under section 6(2) of the Party Wall etc. Act 1996 that I/we intend to build within 6 metres of your building and to a level below a line drawn at 45 degrees downwards towards my adjacent land from the bottom of your foundations by carrying out the works detailed below.

Further information about the Act can be found in the explanatory booklet available to download from: <https://www.gov.uk/party-wall-etc-act-1996-guidance>.

The proposed works are: [FILL IN: full description of the proposed works]

The accompanying plans and sections show the site of the proposed building and the excavation depth proposed.

Attach your plans and sections showing where and how deep you will dig — an excavation notice is not valid without them.

I/we do not propose to underpin or otherwise strengthen in order to safeguard the foundations of your property.

I/we intend to start works on [FILL IN: proposed start date — after the notice period ends], or sooner with your written agreement.

If you are content for the works to go ahead as proposed please complete, sign and return the attached acknowledgement within 14 days of receiving this letter.

If you do not confirm in writing that you are content for the work to go ahead as proposed we will be 'in dispute' under the Act.

In the event of any dispute between us under the Act, would you be willing to agree to the appointment of an 'Agreed Surveyor'?

If the answer is yes, details of a proposed agreed surveyor can be advised if a dispute arises.

If the answer is no, please let me know whom you would appoint as your surveyor.

Yours sincerely

Signed: _____ Date signed: _____

[FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

All joint owners should sign, and date it the day you serve it.

Based on the government's example letter 8 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Reply form — Consent to the excavation notice

To: [FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

Of: [FILL IN: your address for correspondence — where your neighbour should reply]

Date: _____

The Party Wall etc Act 1996

Acknowledgment of Notice — Section 6 of the Act

As Adjoining Owner/s under the Act of [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there] and having received notice/s dated _____ in respect of proposed works at [FILL IN: the address where the work will happen] and without prejudice to any of my/our rights under the Act,

Where a line gives you a choice (for example 'content / not content'), cross out the words that do not apply to you.

I am / We are content for the works set out in your notice to go ahead as proposed.

I/We am/are content / not content for you to start work on the earlier date of:

Complete this line only if you are happy for work to start before the notice period ends.

Yours sincerely

Signed: _____ Date: _____

Print name(s): _____

All joint owners should sign, print their names and date the letter.

Based on the government's example letter 9 for the Party Wall etc. Act 1996. Contains public sector information licensed under the Open Government Licence v3.0.

Reply form — Dissent from the excavation notice

To: [FILL IN: your full name(s) — every joint owner, exactly as on the deeds]

Of: [FILL IN: your address for correspondence — where your neighbour should reply]

Date: _____

The Party Wall etc Act 1996

Acknowledgment of Notice — Section 6 of the Act

As Adjoining Owner/s under the Act of [FILL IN: your neighbour's address — the property next door, or the owner's main address if they don't live there] and having received notice/s dated _____ in respect of proposed works at [FILL IN: the address where the work will happen] and without prejudice to any of my/our rights under the Act,

Where a line gives you a choice (for example 'content / not content'), cross out the words that do not apply to you.

I/We are not content for the works set out in your notice to go ahead as proposed.

A dispute may be avoided if you amend your proposals to address my specific concern/s, which is/are:

Optional — but stating them often helps resolve matters.

As we are now in dispute under the Act, if you intend to go ahead with the work:

Tick ONE option and cross out the other two.

() I/we concur in the appointment of _____ (agreed surveyor's name, if one has been proposed) to act as agreed surveyor.

() I/we do not agree with your proposal for agreed surveyor and propose the surveyor named below as an alternative to act as agreed surveyor, or as my/our surveyor if you do not concur.

() I/we shall be appointing the surveyor named below to act as my/our surveyor.

Surveyor's name and contact details (for the second or third option):

Yours sincerely

Signed: _____ Date: _____

Print name(s): _____

All joint owners should sign, print their names and date the letter.

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