

THE PARTY WALL PROCESS

A clear, step-by-step guide for Building Owners and Adjoining Owners under the Party Wall etc. Act 1996



1

CHECK WHETHER THE ACT APPLIES

Do the proposed works include any of the following?

- 1 **Line of junction**

Building at or astride the boundary
- 2 **Party structure**

Work to a party wall, floor or structure
- 3 **Excavation**

Excavating near a neighbouring building

NO The Act may not apply. Check with a specialist before starting work.

YES Serve the correct notice(s) on every affected Adjoining Owner.



2

THE ADJOINING OWNER RESPONDS

What happens after notice is served?

Consent in writing

The works may proceed once the notice period and any agreed requirements are met.

Dissent or no reply

A dispute arises. No response within 14 days is treated as dissent under the Act.

GOOD PRACTICE

Record a Schedule of Condition before works begin.



3

APPOINT THE SURVEYOR OR SURVEYORS

Can both owners agree on one impartial surveyor?

Yes - Agreed Surveyor

One surveyor acts impartially for both owners.

No - Two surveyors

Each owner appoints a surveyor. They select a Third Surveyor at the outset.



4

THE PARTY WALL AWARD

The surveyor(s) agree and serve a Party Wall Award

It sets out how and when work may proceed, safeguards both properties, and deals with matters such as access and damage. Either owner may appeal to the County Court within 14 days of service.

WORKS PROCEED IN ACCORDANCE WITH THE AWARD