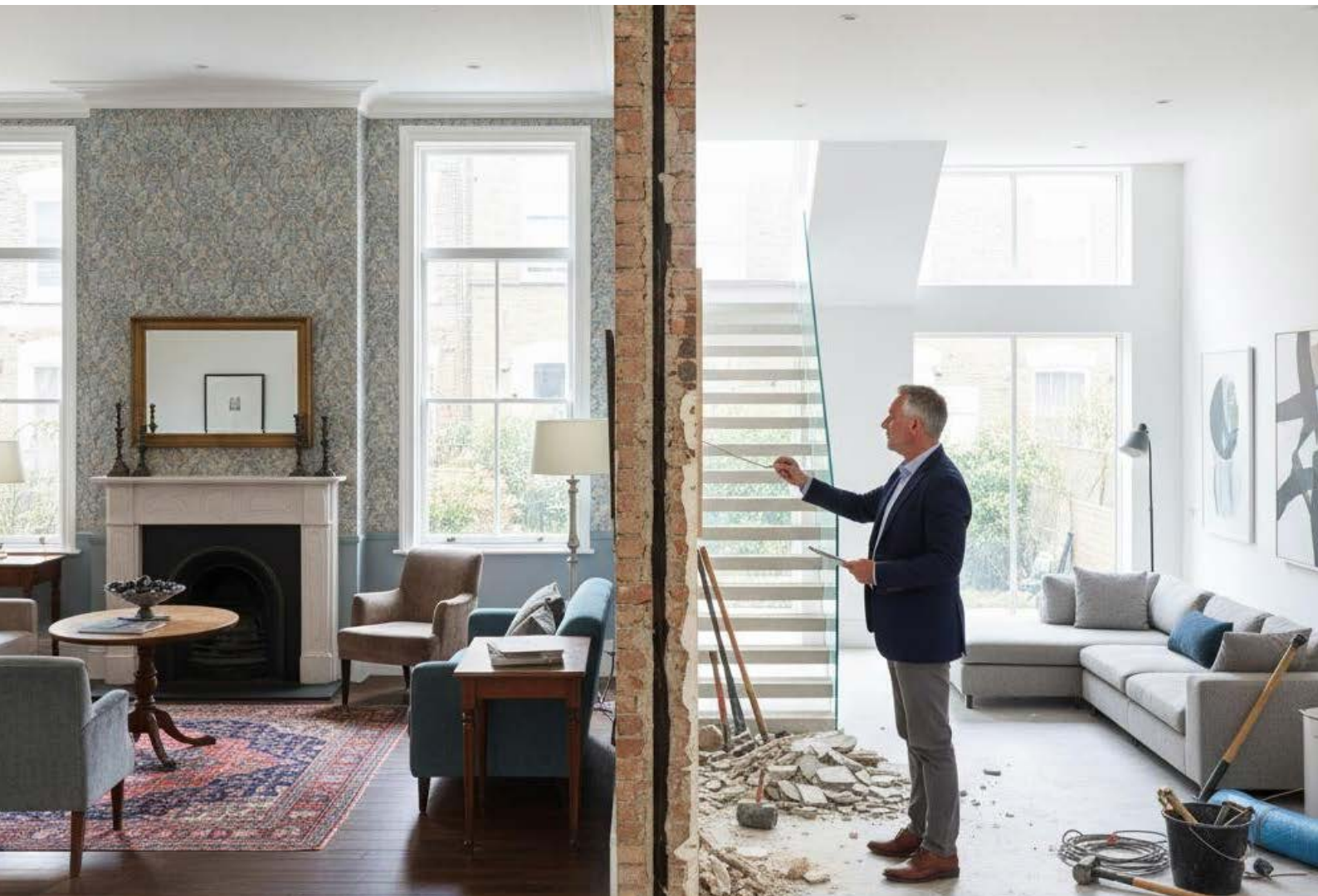


## PARTY WALL SERVICE GUIDE



REGULATED BY RICS

GET IN TOUCH TO DISCUSS HOW WE CAN HELP

**020 8017 1943**

[info@websterssurveyors.co.uk](mailto:info@websterssurveyors.co.uk) [www.websterssurveyors.co.uk](http://www.websterssurveyors.co.uk)



“Thank you for considering  
Websters Surveyors for  
your party wall needs.

Whether you’re planning building  
works or have received a party wall  
notice, we’re here to make the process  
clear and stress-free.

This guide explains what party wall  
matters are, how the process works,  
and how we support you every step of  
the way.

We are regulated by the Royal  
Institution of Chartered Surveyors and  
our Party Wall team are also proud  
to have membership of the Faculty of  
Party Wall Surveyors”

Dan Knowles FRICS,  
Director and Founder of Websters  
Surveyors



# USING THIS GUIDE

THIS GUIDE IS DESIGNED TO HELP YOU UNDERSTAND THE PARTY WALL PROCESS FROM START TO FINISH

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READY TO GET STARTED OR NEED ADVICE?

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Email  [info@websterssurveyors.co.uk](mailto:info@websterssurveyors.co.uk)

Visit  [www.websterssurveyors.co.uk](http://www.websterssurveyors.co.uk)

## WHAT IS A PARTY WALL?

A PARTY WALL IS A WALL SHARED BY TWO ADJOINING PROPERTIES. THE PARTY WALL ETC. ACT 1996 PROTECTS BOTH PROPERTY OWNERS WHEN CERTAIN BUILDING WORKS ARE PLANNED.

### TYPICAL WORKS INCLUDE:



Extensions



Loft conversions



Basement excavations



Removing chimney  
breasts

If you're planning works near or on a shared wall or boundary, the law may require you to serve a party wall notice.



## WHO NEEDS A PARTY WALL SERVICE?

YOU MAY NEED OUR HELP IF:

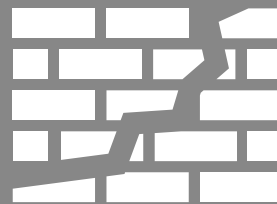
You're planning works that affect a party wall or boundary



You've received a party wall notice from a neighbour



You want to protect your property from potential damage



NOT SURE IF YOU NEED A PARTY WALL SURVEYOR?  
WE'RE HAPPY TO ADVISE—JUST ASK.

# THE PARTY WALL PROCESS EXPLAINED

HERE'S WHAT TO EXPECT:



## NOTICE SERVED:

The building owner serves a formal party wall notice.



## RESPONSE:

The adjoining owner can consent or dissent to the notice.



## SURVEYOR APPOINTMENT:

If there's a disagreement or no response, surveyors are appointed.



## SCHEDULE OF CONDITION:

We inspect and record the adjoining property's condition.



## PARTY WALL AWARD:

We prepare a legal document setting out the rights, responsibilities, and protections for both parties.



## WORKS BEGIN:

Only after the award is agreed.



## POST-WORKS CHECK:

Optional check to confirm no damage has occurred.

# BUILDING OWNER'S SURVEYOR VS. ADJOINING OWNER'S SURVEYOR

UNDER THE PARTY WALL ETC. ACT 1996, SURVEYORS CAN BE APPOINTED BY EITHER PARTY:



## BUILDING OWNER'S SURVEYOR

- Appointed by the owner planning the works.
- Advises on serving notices and ensures works comply with the Act.
- Legally required to act impartially.



## ADJOINING OWNER'S SURVEYOR

- Appointed by the neighbour affected by the works.
- Reviews the proposals, ensures the adjoining owner's property is protected, and negotiates terms if needed.
- Also acts impartially, representing the interests of the adjoining owner.

WEBSTERS SURVEYORS CAN ACT AS EITHER THE BUILDING OWNER'S SURVEYOR OR THE ADJOINING OWNER'S SURVEYOR.



OFTEN, BOTH PARTIES AGREE TO APPOINT A SINGLE '**AGREED SURVEYOR**' TO ACT FOR BOTH SIDES.

## OUR ROLE & WHAT TO EXPECT

AS YOUR PARTY WALL SURVEYOR, WE:



Guide you through every step



Serve and respond to notices



Carry out the schedule of condition



Negotiate and agree the party wall award



Provide clear, jargon-free reports so far as possible



Offer a 'hand holding' service—no question too small

"We know that building works can be stressful and there's a lot at stake. That's why we're here to help, ensuring the process is followed professionally in as supportive a manner as possible"

Dan Knowles FRICS,  
Director and Founder



# PARTY WALL NOTICE TYPES

WHEN BUILDING WORKS ARE PLANNED THAT MAY AFFECT A SHARED WALL OR BOUNDARY, THE LAW REQUIRES THAT FORMAL WRITTEN NOTICES ARE SERVED. HERE'S A STRAIGHTFORWARD SUMMARY OF EACH OF THE MAIN NOTICE TYPES:

	WHEN IS IT USED?	WHO SERVES IT?	HOW MUCH NOTICE?
<b>PARTY STRUCTURE NOTICE</b>	If you plan to work directly on a party wall or party structure (e.g., cutting into the wall for a beam, raising, thickening, or demolishing part of the wall).	The building owner (person doing the work).	At least 2 months before work starts.
<b>NOTICE OF ADJACENT EXCAVATION</b>	If you're excavating within 3 metres (sometimes 6 metres, depending on depth) of a neighbouring building or structure, and to a deeper level than their foundations.	The building owner.	At least 1 month before work starts.
<b>LINE OF JUNCTION NOTICE</b>	If you're building a new wall on or up to the boundary line (but not touching a neighbour's building).	The building owner.	At least 1 month before work starts.

## Why are these notices important?

- They give the neighbour(s) time to review and respond to your plans.
- They are a legal requirement under the Party Wall etc. Act 1996.
- Serving the correct notice helps avoid disputes and keeps the project on track.

## What happens after a notice is served?

- The adjoining owner can:
  - Consent to the works
  - Dissent (disagree), which triggers the appointment of surveyors
  - Do nothing (which is treated as dissent after 14 days)
- If there's dissent or no response, surveyors are appointed to protect everyone's interests and agree the terms of work.

**Tip:** If you're unsure which notice applies to your project, we're happy to advise—just ask.

# FAQS

## What is a Party Wall?

A party wall is a wall, fence, or structure that sits on the boundary between two properties. It can be part of a building (like a wall between two terraced houses) or a garden wall. Party walls are covered by the Party Wall etc. Act 1996.

## What is the Party Wall etc. Act 1996?

This is a law that protects both you and your neighbours during certain types of building work. It sets out your rights and responsibilities if you're planning work that might affect a shared wall, boundary, or even some floors and ceilings in flats.

## When do I need to serve a Party Wall Notice?

You must serve a Party Wall Notice if you plan to:

- Build on or up to the boundary line
- Work on an existing party wall or structure
- Excavate within 3 or 6 metres of a neighbouring building (depending on depth)

## What happens after I serve a Party Wall Notice?

Your neighbour (the 'adjoining owner') can:

- Consent to the work
- Dissent and appoint their own surveyor
- Dissent and agree to use your surveyor (an 'Agreed Surveyor')

If they do nothing for 14 days, it's treated as a dissent.

## What is a Party Wall Award?

A Party Wall Award is a legal document prepared by the surveyor(s) that sets out:

- What work will be done
- How and when it will be carried out
- How any issues will be resolved

Both parties must follow the Award.

## Do I need a surveyor?

If your neighbour consents, you may not need a surveyor. If there's a dissent, each party can appoint their own, or agree to use a single, impartial surveyor. Surveyors act independently—even if you pay their fees.

## Who pays the surveyor's fees?

Usually, the person doing the work (the 'building owner') pays all reasonable surveyor costs, including those for the neighbour's surveyor if required.

## FAQS

### What if my neighbour ignores the notice?

If there's no response within 14 days, you are legally required to appoint a surveyor to act for them. Work can't start until the process is complete.

### What if my neighbour refuses access?

The Party Wall Act gives you the right to access your neighbour's property if it's necessary for the work, but only with proper notice and at reasonable times.

### What types of work are covered by the Act?

- Extensions up to or astride the boundary
- Loft conversions involving shared walls
- Basement excavations near a neighbouring property
- Inserting beams into party walls
- Demolishing and rebuilding shared walls

### What if there's damage to my neighbour's property?

The Party Wall Award should include a 'Schedule of Condition' (a record of the neighbour's property before work starts). If damage occurs, the surveyor(s) will decide on repairs or compensation.

### How long does the Party Wall process take?

Typically, 2–3 weeks for notices, plus additional time for surveyor appointments and preparing the Award. Start early to avoid delays to your project.

### What happens if I don't follow the Party Wall Act?

Your neighbour could get a court injunction to stop your work, or claim for damages. Always follow the proper process to avoid legal and financial risks.

### Can Websters Surveyors help with Party Wall matters?

Absolutely. Our RICS-qualified surveyors can:

- Advise if your project needs a Party Wall Notice
- Prepare and serve notices
- Act as your surveyor, your neighbour's surveyor, or as an Agreed Surveyor
- Prepare Party Wall Awards and Schedules of Condition

Contact us for clear, friendly advice and a straightforward process.

STILL HAVE QUESTIONS?

CALL US  020 8017 1943

Or visit  [www.websterssurveyors.co.uk](http://www.websterssurveyors.co.uk)

## OUR CHARITIES



Over the years, we have been proud to support those less fortunate than ourselves. We are immensely proud to have donated close to £40,000 to deserving charities including -:

**St Mungo's**  
Ending homelessness  
Rebuilding lives

**North  
London  
Hospice**

 **NOAH'S ARK**  
children's hospice

**PACE**

 **Al-Khair**  
FOUNDATION  
BALANCE WITHOUT COMPROMISE

**Kisharon**   
Education - Opportunity - Support

## OUR CHARITIES



"The very first donation we made was £4,000 to a Homeless charity. As someone who spent half a year homeless as a teenager, I'm not ashamed to say it bought a tear to my eye to come full circle. This has all been part of why we do what we do."



# OUR USEFUL CONTACTS GUIDE

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**RICS**  
CHARTERED  
SURVEYORS

**WEBSTERS**  
SURVEYORS

**USEFUL CONTACTS GUIDE**  
WHO TO CONTACT ABOUT ANY NEXT STEPS

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**GETTING THE RIGHT PEOPLE FOR THE RIGHT JOBS**

**020 8017 1943**  
info@websterssurveyors.co.uk www.websterssurveyors.co.uk

## GET THE RIGHT PEOPLE FOR THE RIGHT JOB:

When undertaking work on a property, it's crucial to get the right people in.

Nightmare builders or inexperienced tradesmen can set you back thousands.

Our useful contacts guide provides details and links for lots of trade bodies and other reputable sources so you can find the right people for the right job.

Then once, you've found someone, ask their credentials or check out their reviews for that extra reassurance.

[DOWNLOAD PDF](#)

## OTHER SERVICES WE CAN PROVIDE

### WE ALSO PROVIDE VALUATIONS AND SURVEYS FOR



INHERITANCE/PROBATE



LEASE EXTENSIONS



BUYING OR SELLING  
YOUR FREEHOLD



CAPITAL GAINS TAX



MATRIMONIAL



HOME SURVEYS



CHARITIES ACT



COURT COMPLIANT  
REPORTS



DRONE ROOF SURVEYS



SHARED OWNERSHIP



PORTFOLIO VALUATIONS



LOFT & DEVELOPMENT  
VALUATIONS

With our expert team of Chartered Surveyors and RICS Registered Valuers, you will not just get a high quality report quickly. We will also explain our professional advice to you in plain English, cutting out as much of the 'Surveyor speak' as we can. More justification, less Jargon.

Our team have experience of undertaking thousands of valuation and survey reports, acting in the capacity of an expert witness or professional advocate. In a challenging property market, we are a safe pair of hands.

All of our reports comply with professional standards set down by our regulatory body, the Royal Institution of Chartered Surveyors. Where appropriate, reports will comply with the RICS Valuation – Global Standards (known as The Red Book).

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**VALUATION & SURVEY GUIDE**  
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**PARTY WALL SERVICE GUIDE**

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## PROTECT YOUR PROPERTY INVESTMENT



"I WANT TO THANK YOU FOR SUCH A QUICK SERVICE. THE SURVEY WAS VERY INFORMATIVE. I AM VERY PLEASED WITH THE OUTCOME AND WOULD DEFINITELY RECOMMEND YOUR SERVICES TO FRIENDS AND FAMILY."

SHAILA (NORTH LONDON)



"THEY ARE VERY REASONABLY PRICED, THEY ATTENDED THE PROPERTY QUICKLY AND THE REPORT WAS ALSO WITH ME QUICKLY. THE REPORT WAS THOROUGH AND VERY EASY TO UNDERSTAND."

(STEPHEN, EAST LONDON)



"I WAS SUPER HAPPY WITH THE QUALITY OF THE SURVEY PROVIDED. HE SPOTTED THINGS THAT I WOULD HAVE NEVER PICKED UP ON, AND HAS PUT ME IN A MUCH MORE INFORMED POSITION MOVING FORWARD. HE WAS HONEST AND FORTHCOMING IN HIS ASSESSMENT AND KNOWLEDGE, REALLY APPRECIATED THE CALL WE HAD TO DISCUSS EVERYTHING."

PRIYA (SOUTH LONDON)



"THEY ARE EXCEPTIONALLY PROFESSIONAL, KNOWLEDGEABLE AND THOROUGH. THEY TOOK THE TIME TO EXPLAIN EVERYTHING CLEARLY, MAKING A COMPLEX PROCESS FEEL STRAIGHTFORWARD AND STRESS FREE. WHAT IMPRESSED ME MOST WAS THEIR RESPONSIVENESS AND GENUINE CARE FOR THEIR CLIENTS – YOU ALWAYS FEEL YOU ARE IN SAFE HANDS."

JIANCHENG – (WEST LONDON)

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