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| {{ao\_letter\_names}}  {{ao\_property\_add\_vert}} |
| {{todays\_date}} |
| Dear {{ao\_dear\_mrmrs}},  This is just a quick letter to reassure you that although the contents of this envelope are of a legal nature, they are in accordance with the Party Wall etc. Act 1996, which is reconciliatory in nature.  {{bo\_name\_in\_letter\_body}} {{bo\_have\_has}} asked me to oversee the proceedings to ensure that {{bo\_he\_she}} {{bo\_do\_does}} not infringe upon your rights in any way. I am also here for you, should you have any questions about the process please do feel free to get in touch with me.  I have enclosed copies of the plans relating to the work to be carried out.  You have 4 possible options available to you at this point:   1. You may consent to the proposed works in which case the party wall process comes to a halt and {{bo\_name\_in\_letter\_body}} {{bo\_is\_are}} allowed to proceed with the proposed works immediately.   Should you opt for this please read the enclosed guidance notes and fill out the ‘Acknowledgement of Notice(s) **(Option 1)**’ form as applicable.   1. You may consent to the proposed works subject to only a Schedule of Condition (Condition Survey) being carried out on your property. The Schedule of Condition records the current condition of your property so that in the event of damage being caused as a result of the proposed works we can accurately assess the damages and ensure that these damages are repaired.   Should you opt for this please read the enclosed guidance notes and fill out the ‘Acknowledgement of Notice(s) **(Option 2)**’ form as applicable.   1. You may consent to the proposed works subject to multiple conditions (including a Schedule of Condition). This would take the form of a ‘conditional consent’ to the proposed works. This option is most commonly chosen when you do not wish to dispute the proposed works but would like a degree of input into the process and would like several specific or general concerns addressed. As standard this includes the requirement for a Schedule of Condition, as described in point 2 above.   The enclosed ‘Conditional Consent’ form has been tailored to anticipate concerns you may have with the proposed works. Should you have concerns not addressed in the enclosed form please don’t hesitate to contact me directly. Providing your concerns fall under the remit of the Party Wall Act I am happy to discuss them with you and amend the form as necessary.  Should you opt for this please read the enclosed guidance notes and fill out the ‘Acknowledgment of Notice(s) – Conditional Consent **(Option 3)**’ form as applicable. |

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| 1. You may dispute the proposed works. In this case both parties must appoint surveyors to act on their behalf and negotiate and publish an Award. Should you prefer this course of action you have a further two choices:    1. You are able to appoint your own party wall surveyor to act on your behalf at no cost to you. Should you opt for this please read the enclosed guidance notes and fill out the ‘Acknowledgment of Notice(s) **(Option 4A)**’ form as applicable.    2. You are able to appoint me to act on your behalf at no cost to you. This facility is available due to the fact that the appointment of a party wall surveyor is a statutory appointment and not a commercial one, which means that party wall surveyors have a duty to be impartial and ensure the Party Wall etc Act 1996 is complied with. Should you opt for this please read the enclosed guidance notes and fill out the ‘Letter of Appointment **(Option 4B)**’ form as applicable.  **Please Note:** The enclosed ‘Letter of Appointment’ is only to be signed if you choose to go into dispute and would like me to act on your behalf as an agreed (shared) surveyor.   Once you have made your decision **please fill out and sign** the relevant form as appropriate. After completing and signing the form, you just need to post it to me so I can keep it for my records. Alternatively, if you could let me know which surveyor you have appointed I would appreciate it.  Naturally if you would like to have a chat with me about representing your interests in this matter I am able to act impartially as an Agreed Surveyor, as defined in The Party Wall etc Act 1996. In order to appoint me to act on your behalf simply fill out the enclosed ‘**Letter of Appointment (Option 4B)**’ and post it back to me.  To discuss this in greater depth, or if you have any questions at all, please don’t hesitate to get in touch.  I look forward to hearing from you.  Kind regards,    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Steve Whitehead  **Grey & Associates Ltd**  **T:** 020 8150 3762  **E:** steve.w@greyandassociates.co.uk  *“Could saving a few pounds now cost thousands in legal bills later?”* |