

# COBURNS PARTY WALL

## Party Wall and Neighbourly Matters

### PARTY WALL GUIDANCE and FEES

Party wall matters can be complicated. You may have legal obligations to comply with.

Read this document to learn more about the following:

- **Intro**
- **Why Choose Us**
- **Outline Fee Breakdown**
- **Guidance on the Process**
- **Information Required for Serving Notices**
- **Next Steps**

Then ask us for more free advice if required.

When you are ready to proceed, complete an appointment form to get the ball rolling.

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[www.coburnspartywall.co.uk](http://www.coburnspartywall.co.uk)

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## INTRO

Dear Customer,

Navigating Party Wall matters can be complex. We're here to simplify the process for you.

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### Here's how we help:

- **Assessment:** Determine which neighbours need to be served.
  - **Advice on Details Needed:** Understand what information is required to serve notices.
  - **Transparent Fees:** Get a clear breakdown of costs.
  - **Step-by-Step Guidance:** Navigate the entire Party Wall process smoothly.
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### Why makes Coburns Party Wall stand out?

- **Expert Advice:** We make complex matters simple.
  - **Proven Success:** Thousands of satisfied clients.
  - **Competitive Pricing:** Get the best rates with no hidden costs.
  - **Controlled Costs:** Proven cost-saving strategies.
  - **Great Customer Reviews:** Click [here](#) to see our amazing reviews.
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### Our approach

Unlike most other party wall surveyors, we strive for a cooperative approach from adjoining owners. We help them better understand the process - which in turn helps them make reasonable decisions.

We will resist any unreasonable fee claim from a neighbour's surveyor at no extra cost to you. That can often mean £100's of savings for you.

We always try to act as the agreed surveyor (see below) - this also helps keep your costs down.

Each of our surveying team benefit from our in house bespoke expert training program and have ready access to 1-1 mentoring from our hugely experienced senior surveyor resulting in the highest levels of knowledge and insight for all.

You will deal directly with the named surveyor - we will not delegate that role to a junior or assistant.

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## FEE BREAK DOWN

### Standard Fees for One Party Wall Matter

Service	Rate	Details
<b>Notices</b>	£FREE*	Flat fee per adjoining neighbour. Includes Land Registry searches and proof of postage. Includes guidance notes to encourage positive responses. <b>Note:</b> Non-standard notices (if required) - price on enquiry.
<b>Condition Survey</b>	£350-£450 + VAT	Usually a condition of consent. Part of the standard process where an award is made. <b>Note:</b> Fees may vary based on travel time, property size, and overall condition.
<b>Award</b>	£400-£500 + VAT	Required if a neighbour dissents. Can be made as the agreed surveyor or one of two appointed surveyors. <b>Note:</b> Fees may vary based on the quality of information provided, the complexity of the work, and challenges posed by other parties or their surveyors.

\*Subject to being instructed/appointed for any matter arising from the notice(s).

- **Note:** These are standard fees. Additional tasks may incur extra fees as detailed below.
- Payment Terms
- **Pay-as-You-Go:** Invoiced as each task is substantially completed.

### Fees for Additional Party Wall Matters

Further Matters	Rate	Details
<b>Preparing and Serving Notices</b>	£FREE*	Per additional adjoining neighbour.
<b>Condition Survey Report</b>	£350 + VAT each	Per additional condition survey requested/required.
<b>Making an Award</b>	£400 + VAT each	Per additional award required.

### Additional Fees

Service	Rate	Details
<b>Site Visit (Pre-Notice)</b>	from £250 + VAT each	Usually not required. <ul style="list-style-type: none"> <li>• Only if requested or deemed necessary to assess the need for notices.</li> <li>• Fees may vary based on travel time, property size, and overall condition.</li> </ul>
<b>Various - Simple Tasks</b>	£50 + VAT each	<ul style="list-style-type: none"> <li>• Minor amendments to drawings for serving notices.</li> <li>• Preparing and serving 10(4) letters.</li> <li>• Making 10(4) appointments.</li> </ul>
<b>Various - Complex Tasks</b>	from £100 + VAT each	<ul style="list-style-type: none"> <li>• Assisted consent to the notice(s).</li> <li>• Gaining consent to build across boundary lines.</li> <li>• Gaining consent for special foundations.</li> <li>• Enclosure cost calculations.</li> </ul> <p><b>Note:</b> Additional input may be required to obtain consent, saving potential costs of over £1000 per neighbour.</p>
<b>Security for Expenses Requests</b>	£250 + VAT	Rare but complex. Advising on or challenging excessive claims for security.
<b>Site Visit (Post-Works)</b>	£250 + VAT each	If requested to inspect the impact of your work post-completion.

### Other surveyor's costs

Although we always aim to be appointed as the agreed surveyor (to help keep your costs down), some neighbours will opt to appoint a second surveyor. You would normally be responsible for that surveyor's reasonable costs.

Unlike most other party wall surveyors, we actively resist any unreasonable fee claims from a neighbour's surveyor. That can often save you £100's. Please note, we will not charge you for our extra costs incurred at this stage in your defence.

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## **GUIDANCE ON THE PROCESS**

### **Compliance Overview:**

Aside from planning requirements, several legal/regulatory matters require attention to avoid delays in property sales:

1. Building Control Regulations
2. Thames Water Agreement
3. Party Wall Assessment and Administration

**Key Point:** Party Wall matters (#3) can cause the longest delays, so early advice and action is recommended.

Party Wall Process Outline:

#### **Identifying Adjoining Owners:**

- Use Land Registry searches to identify the ownership of neighbouring properties.
- Discuss findings to ensure notices are served only on the intended neighbouring owner(s).

#### **Serving Notice:**

- Prepare and serve notice(s) to adjoining owners (which might include freeholders and leaseholders).

#### **Neighbour's Response:**

- Consent: Record the condition of their property before starting work, if the adjoining owner requests it.
- Dissent: An award will be made by the surveyor(s) to set out rights and responsibilities. This will include a site visit to assess site circumstances and an external condition survey. An internal condition survey will be taken where access is granted.

#### **Appointing Surveyors:**

- Neighbours can agree on one surveyor (e.g., us) or appoint a second surveyor.
- Surveyor(s) visit the adjoining property to assess impact and record condition.
- An award will be made by the surveyor(s), allowing work to proceed subject to the condition set therein.

#### **If No Response:**

- Chase the neighbour after 14 days.
- After an additional 10 days without response, a surveyor can be appointed on their behalf to make an award, allowing work to proceed.

## INFORMATION REQUIRED FOR SERVING NOTICES

To allow us to progress with your project, please ensure you obtain and provide us with the following documents and details. These will usually be provided by your architect or engineer. The photographs you can take and send yourself.

- **Drawings and Plans:** Planning drawings including a site plan, with existing and proposed plans and elevations.
  - **Excavation:** A foundation plan and a section detail showing the proposed excavation depth, the wall on the foundation and the boundary line with each relevant neighbouring property.
  - **Work on Party Wall:** Structural support details for alterations like chimney removal.
  - **Loft Conversions:** Steel plan is needed for loft works.
  - **Pictures:** Photos of yours and adjoining property/ies are required.
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## NEXT STEPS:

- **Get an Accurate Quote:** Send us your plans by email to [info@coburnspartywall.co.uk](mailto:info@coburnspartywall.co.uk).
  - **Schedule a Surveyor Consultation for technical questions:** via [www.coburnspartywall.co.uk](http://www.coburnspartywall.co.uk)
  - **Contact Us:** Call **0207 1188355** for advice or more information.
  - **Appoint Us:** Complete and return the appointment form via the link.
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**Act now** to ensure a smooth and cost-effective Party Wall process. We look forward to assisting you!

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Feel free to reach out with any questions or for additional free advice.

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