

# 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 know how best to proceed:

- Why choose us
- Guidance on the process
- Details required to serve notices
- Fee breakdown
- Additional fees

Then ask us for more free advice if required.

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

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

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## Why choose us

### **Our reputation**

Our customers say it best – see our [reviews here](#).

After working on thousands of cases, we have seen it all.

Bottom line: our customers love our work, especially our efforts to reduce their costs.

### **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.

## **Guidance on the process**

Read the following to understand the essentials of the Party Wall process.

### **Compliance**

In addition to planning requirements, several other legal/regulatory matters also require your attention:

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

All of these compliance matters can delay a future property sale so should be properly attended to. Additionally, #3 can cause the longest delay so it is advisable to get advice as soon as possible.

### **The party wall process - an outline**

In party wall matters, neighbours are known as adjoining owners. These can include freeholders and leaseholders.

First, Land Registry searches will help in identifying the ownership status of neighbouring properties. We will discuss our findings with you before proceeding. Thus ensuring notices are served only on the neighbouring owner(s) that you want us to.

Notice/s are then prepared and served.

### **Neighbour's response**

An adjoining owner would usually respond by either consenting or dissenting.

If they consent, it is advisable to record the condition of their property. You can then start work.

If they dissent, an award - setting out the rights and responsibilities of the parties - must be made.

### **Appointing surveyors**

The neighbour can agree on the appointment of your proposed surveyor (us) or they appoint a second surveyor.

Once appointed, the surveyor(s) would seek to visit the adjoining property to consider the impact of the work and record the condition.

An award will then be made. Usually, work can start upon receipt of the award.

### **Timeline if no response**

If the neighbour fails to respond, we chase after 14 days.

If they still fail to respond, after a further 10 days we can appoint a surveyor on their behalf to make an award, allowing work to proceed. (More details on this process nearer that time).

Note: There will be additional fees for such tasks. See the 'Additional fees' table for details.

## **Details Required to Serve Notices**

### **Drawings and plans**

Please send us your detailed drawings so we can provide advice tailored to your circumstances. With just planning drawings, only general advice can be offered.

### **Excavation**

To serve an excavation notice, in addition to planning drawings (site plan, with existing and proposed plans and elevations), specific foundation details are required.

We will need a section detail showing the proposed excavation depth, the wall on the foundation and the boundary line with the relevant neighbouring property.

We are happy to speak to your architect about this. Please have them call us.

Where the architect cannot help, we can amend/add the detail necessary to serve excavation notice/s. You will need to tell us the proposed foundation depth.

Note: There will be a small fee as per our quote.

### **Work on a party wall**

For structural works including a chimney breast removal, details of structural support are required.

### **Loft**

To serve a notice, in addition to planning drawings including a site plan, existing and proposed plans and elevations, we will need a steel plan.

### **Pictures**

Please send us pictures taken from the garden showing the rear of your house and the relevant adjoining properties - this will help us offer better advice.

Email your plans and pictures to [info@coburnspartywall.co.uk](mailto:info@coburnspartywall.co.uk)

## Fee breakdown

For small-to-medium scale residential projects:

SERVICE	RATE
<b>Notices</b>	<b>£10 + VAT only</b>
<ul style="list-style-type: none"> <li>• To prepare and serve notices.</li> <li>• Flat fee per adjoining neighbour.</li> <li>• Includes Land Registry searches and proof of postage.</li> <li>• Includes helpful guidance notes to encourage positive responses.</li> <li>• Does away with the need for free online templates.</li> <li>• Non-standard notices (not usually required) - <b>£ enquire.</b></li> </ul>	
<b>Condition surveys</b>	<b>from £400 + VAT</b>
<ul style="list-style-type: none"> <li>• Recommended, whether a neighbour consents or dissents.</li> <li>• Fee per adjoining neighbour.</li> <li>• Some variables can affect the fee e.g. travel time, property size and overall condition. e.g. £400-500 for small to medium-sized properties, £500-600 for larger properties. e.g. £400-500 for properties in fair condition, £500-600 for properties in poor condition.</li> </ul>	
<b>Awards</b>	<b>from £400 + VAT</b>
<ul style="list-style-type: none"> <li>• If a neighbour dissents, we will need to make an award. This can be as the agreed surveyor or one of two appointed surveyors.</li> <li>• Fee per adjoining neighbour.</li> <li>• Some variables can affect the fee e.g. quality of the information provided to us, the nature and complexity of the work and challenges posed by the other party or their surveyor. e.g. £400-500 for simple or small scale works, £500-600 for larger scale or multiple works. e.g. £400-500 for where all/most information is available up front, £500-600 where additional information is required.</li> </ul>	

N.B. These are the standard fees that can apply in every case.

Additional fees - not required in every case - may apply if we are required to perform additional tasks (see below).

### Price match offer

If you find any of our services advertised cheaper in our service area\*, we will offer a price match.

This offer is only available prior to our instruction and is subject to written confirmation from us.

\*The provider must be VAT-registered. Otherwise, they are likely not doing enough work to be expert-level and are therefore not directly comparable to Coburns Party Wall.

### Payment terms

Pay-as-you-go. We invoice as each task is substantially completed.

## Additional fees

These are not required in every case

SERVICE	RATE
Site visit (pre-notice)	from £300 + VAT each
Not usually required - only if requested or deemed necessary to assess the need for notice/s. Some variables can affect the fee e.g. travel time, property size and overall condition.	
Minor amendments to drawings	£75 + VAT
For the purpose of serving notices.	
Notice to build across the boundary	£75 + VAT per adjoining owner
Accompanied by consent agreement.	
Special foundation consent	£75 + VAT per adjoining owner
Accompanied by consent agreement.	
Prepare and serve 10(4) letter or Make an appointment	£75 + VAT each
Where no effective response is received to a notice a chaser letter will be required. Where no response is received to that letter, we can appoint a surveyor for a neighbour at a negotiated rate.	
Assisted consent	from £100 + VAT each
Where our additional input is required to obtain consent to any matter. e.g. £100 where consent is gained with less than 1 hour's effort, £200-300 where more time or effort is required.	
Where consent is gained to a notice, that means no award is required and there will be no second surveyor so you get to keep the associated savings which could be over £1000 (per neighbour). Note: There are very few firms that try as hard as Coburns Party Wall to obtain consent.	
Additional condition survey	from £300 + VAT per additional unit
Where applicable, there will be additional charges for additional units in the same building. Some variables can affect the fee, e.g. travel time, the size of the property and overall condition. e.g. £300-400 for small to medium-sized properties, £400-500 for larger properties. e.g. £300-400 for properties in fair condition, £400-500 for properties in poor condition.	
Enclosure cost calculation	from £200 + VAT
Where your building work makes use of a neighbour's structure our involvement may be required to assess the sum owed.	

e.g. £200 where an agreement is reached quickly, £250-300 where more time & effort is required.	
<b>Security for expenses requests</b>	from <b>£250 + VAT</b>
We can advise on/challenge excessive and unnecessary claims for security.	
<b>Notice for access under Section 8 of the Act</b>	<b>£75 + VAT</b>
Preparation and service (by post) where access is required under the Party Wall Act.	
<b>Scaffold/Access licence</b>	<b>£400 + VAT</b>
Where access is required but is not a right under the Party Wall Act. This is only possible where the adjoining owner agrees to grant a licence.	
<b>Site visit (post-works)</b>	from <b>£250 + VAT each</b>
Not usually required A further inspection is sometimes required by an adjoining owner to assess the impact of your work after completion. Some variables can affect the fee e.g. travel time, property size and overall condition.	
<b>Third surveyor referrals</b>	from <b>£500 + VAT</b>
Third surveyor referrals are rarely required but they can become very complicated. A fixed quote is therefore not possible but we aim to minimise your costs throughout. Where successful, these costs may be claimable (in part or full) from your neighbour.	

### 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.

## Next Steps

### Appoint us today

Complete the attached appointment letter(s). Send us a picture of the completed letter(s) via WhatsApp on 077300 18236 or scan and email to [info@coburnspartywall.co.uk](mailto:info@coburnspartywall.co.uk).

We will get started on your project without delay.

**NOTE:** A neighbour would only need to complete the adjoining owner form if they have made it clear that they require a party wall award and are happy to appoint the same surveyor (as an agreed surveyor). If not, this form does not need to be completed at this time.

## LETTER OF APPOINTMENT - Building Owner

ADDRESS OF THE PROPOSED WORK :

### Contact details for you or your appointed representative\*

\*Where there is more than one owner or the property is owned by an organisation/company, an appointed representative will act on their behalf. Any and all correspondence or communication will be via this person.

Name

House/Flat Number

Road/Street Name

Postcode

Town/City

Daytime Telephone

Email

(By providing an email address here, consent is given to receive any notices and/or any other relevant documents under the Party Wall Etc. Act 1996 to that email address.)

Coburns Party Wall are hereby authorised to sign, issue, serve, send, receive and respond to all notices under the Party Wall etc. Act 1996 in relation to the works currently proposed at the above address.

In the event of a dispute arising within the meaning of the Act Mr K. GREWAL is appointed as a surveyor in accordance with section 10(1) of the Act and that he has authority to act as the agreed surveyor. He is further authorised to make all requests and appointments under the Act that may be necessary.

The building owner/s accept responsibility for costs incurred in preparing and serving notice/s, recording any condition record/s and making and serving any award/s (or other task/s deemed necessary) in accordance with the advised fees and agree that payment shall be made upon request and in any case, in advance of any award being served.

PRINT

SIGN

COMPANY NAME and ADDRESS:  
(only where applicable)

DATE

If signing on behalf of all of the owners or on behalf of an organisation or corporate body, the signatory confirms that they have the necessary authority.

By signing this appointment form it is confirmed that the building owner(s) is owner(s) within the meaning under the Act.

## HOW DO I RETURN THIS FORM?

Take a picture and WhatsApp to 077300 18236 or

Post in the enclosed pre-paid envelope - (No stamp required) or

Take a picture/Scan and email to [info@coburnspartywall.co.uk](mailto:info@coburnspartywall.co.uk)



## LETTER OF APPOINTMENT - Adjoining Owner

ADDRESS OF THE PROPOSED WORK :

### Contact details for you or your appointed representative\*

\*Where there is more than one owner or the property is owned by an organisation/company, an appointed representative will act on their behalf. Any and all correspondence or communication will be via this person.

Name

House/Flat Number

Road/Street Name

Postcode

Town/City

Daytime Telephone

Email

(By providing an email address here, consent is given to receive any notices and/or any other relevant documents under the Party Wall Etc. Act 1996 to that email address.)

Coburns Party Wall are hereby authorised to sign, issue, serve, send, receive and respond to all notices under the Party Wall Etc. Act 1996 in relation to the works currently proposed at the above address.

In the event of a dispute arising within the meaning of the Act Mr K. GREWAL is appointed as a surveyor in accordance with section 10(1) of the Act and that he has authority to act as the agreed surveyor.

He is further authorised to make all requests and appointments under the Act that may be necessary and has authority to forgo any relevant notice period.

PRINT

SIGN

COMPANY NAME and ADDRESS:  
(only where applicable)

DATE

If signing on behalf of all of the owners or on behalf of an organisation or corporate body, the signatory confirms that they have the necessary authority.

By signing this appointment form it is confirmed that the owner(s) is owner(s) within the meaning under the Act.

## HOW DO I RETURN THIS FORM?

Take a picture and WhatsApp to 077300 18236 or

Post in the enclosed pre-paid envelope - (No stamp required) or

Take a picture/Scan and email to [info@coburnspartywall.co.uk](mailto:info@coburnspartywall.co.uk)