

The Party Wall Process



APM Projects Limited

Notice

Once we have received drawings for your project and a signed Letter of Appointment we will prepare and serve a Notice to all affected properties (Adjoining Owners) detailing your proposed works. Your Adjoining Owners have **14 days** in which to respond with their choice of three options: a) **consent to the works**—no further action required under the Party Wall etc. Act 1996 (the Act), b) **dissent to the works and appoint Mr Peachey as agreed surveyor** to act impartially to administer the Act or c) **dissent to the works and appoint their own surveyor**; you will be liable for their surveyors fees.

If the Adjoining Owner/s fail to respond during the 14 day Notice period, a 10 day reminder letter is sent, giving a further 10 days to respond. If no contact has been made once this further period has expired we will appoint a surveyor to expedite matters on their behalf under section 10 (4) b of the Act; you will be liable for the appointed surveyors fees.

Schedule of Condition Survey

Once an outcome to the Notices has been achieved for each Adjoining Owner, we will attempt to gain access to carry out a survey of the applicable adjoining properties. The survey will record the current condition of the areas most likely to be affected by the proposed works. A full set of digital photographs are kept on file and are used as a reference point if any future claim of damage is made. We will make all reasonable attempts to gain access as the survey is an important part of the Award. We will however also balance this with not allowing refusal of access to delay your proposed works—the Award can be produced without the survey if necessary.

Preparing and Serving the Award

At this stage the Award and Schedule will be prepared; if other surveyors are involved in the process, draft Awards will be negotiated until both sides are satisfied with the contents. Once the Award has been agreed, it is served: a signed copy is sent to the two owners by their agreed surveyor or appointed surveyors. There is a 14 day right of appeal if either owner believes the Award to have been improperly made, although appeals are rare.

With your prior written consent the Award is sent electronically to reduce our carbon footprint, for ease of storage for future reference and to enable you to easily provide copies as necessary to your Contractors and other construction professionals.

Our invoice is included with the Award to the Building Owner and payment is due on receipt.

Timescales

Timescales vary greatly and is dependant on numerous variants such as the scale of the proposed works, how quickly the Adjoining Owner/s respond, how quickly access can be gained to carry out the survey and the involvement of other professionals such as Advising Engineers (who are often engaged for basement projects). As a guide, average projects range from 3—6 weeks for small works where responses are received quickly, 6-12 weeks for projects that do not receive a response to the Notices and for complex projects such as the formation of a basement 8-20 weeks would be usual. It is difficult to predict the length of your Party Wall Award, however, we will endeavour to move things forward as quickly as possible and we will keep you updated of progress along the way.