

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:

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

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.

Have you received a party wall notice or are you planning on serving notice for your work? Our expert advice can guide you whether you choose to work with us or not. Call **077300 18236** to speak with our on-call surveyor now. We're confident you'll find our guidance invaluable.

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 CHOOSE US?

1. **Expert Advice:** We make complex matters simple.
2. **Competitive Pricing:** Get the best rates with no hidden costs.
3. **Proven Success:** Thousands of satisfied clients and cost-saving strategies.

Our reputation

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

REQUIRED INFORMATION FOR SERVING NOTICES

- **Drawings and Plans:** Planning drawings including a site plan, with existing and proposed plans and elevations.
 - **Excavation:** 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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FEE BREAK DOWN

Standard Fees for One Party Wall Matter

Service	Rate	Details
Notices	£100 + VAT each	- Flat fee per adjoining neighbour. Includes Land Registry searches and proof of postage. Includes guidance notes to encourage positive responses. Note: Non-standard notices (if required) - price on enquiry.
Condition Survey	£350-£450 + VAT	- Recommended where a neighbour dissents. Fees may vary based on travel time, property size, and overall condition. Note: Part of the standard process where an award is made.
Award	£400-£500 + VAT	- Required if a neighbour dissents. Can be made as the agreed surveyor or one of two appointed surveyors. Note: Fees may vary based on the quality of information provided, the complexity of the work, and challenges posed by other parties or their surveyors.

- **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
Preparing and Serving Notices	£50 + VAT each	Per additional adjoining neighbour.
Condition Survey Report	£350 + VAT each	Per additional condition survey required.
Making an Award	£400 + VAT each	Per additional award required.

Additional Fees

Service	Rate	Details
Site Visit (Pre-Notice)	from £250 + VAT each	<p>- Usually not required.</p> <ul style="list-style-type: none"> • Only if requested or deemed necessary to assess the need for notices. • Fees may vary based on travel time, property size, and overall condition.
Various - Simple Tasks	£50 + VAT each	<ul style="list-style-type: none"> • Minor amendments to drawings for serving notices. • Preparing and serving 10(4) letters. • Making 10(4) appointments.
Various - Complex Tasks	from £100 + VAT each	<ul style="list-style-type: none"> • Assisted consent to the notice(s). • Gaining consent to build across boundary lines. • Gaining consent for special foundations. • Enclosure cost calculations. <p>Note: Additional input may be required to obtain consent, saving potential costs of over £1000 per neighbour.</p>
Security for Expenses Requests	£250 + VAT	<p>- Rare but complex.</p> <p>Advising on or challenging excessive claims for security.</p>
Scaffold/ Access Licence	£400 + VAT	<p>- Where access is required but not a right under the Party Wall Act.</p> <p>Note: Only possible if the adjoining owner agrees to grant a licence.</p>
Site Visit (Post-Works)	from £200 + VAT each	<p>- For inspecting the impact of your work post-completion.</p> <p>Note: Fees may vary based on travel time, property size, and overall condition.</p>
Third Surveyor Referrals	from £500 + VAT each	<p>- Rare but complex.</p> <p>Note: Fixed quotes are not possible, but efforts will be made to minimise costs.</p> <p>Costs may be recoverable from your neighbour.</p>

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.

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 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, 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.

NEXT STEPS:

- **Get an Accurate Quote:** Send us your plans by email to info@coburnspartywall.co.uk.
 - **Schedule a Surveyor Consultation for technical questions:** via www.coburnspartywall.co.uk
 - **Contact Us:** Call **0207 1188355** for advice or more information.
 - **Appoint Us:** Complete and return a Building Owner Form.
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Note: Neighbours only need to fill out the Adjoining Owner Form if they require a party wall award and agree to appoint the same surveyor. Otherwise, this form is not necessary at this stage.

Act now to ensure a smooth and cost-effective Party Wall process. We look forward to assisting you!

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