

Gary & Kim Illingworth

1st April 2015

Dear neighbours,

Further to our letter of 20th March we now write to confirm that we will be hoping to start building work sometime during June and that it is expected to take approximately five weeks to complete.

We mentioned to you that in order to comply with the party wall act 1996 we are obliged to inform you of our building intentions and to make available drawings for you to view.

Although we are more than happy to pop round with the drawings if you wish, we are not moving in until the middle of May so in the meantime we would like to inform you of what our building intentions are, although we'd be happy to send you or email the drawings prior to us taking up residence should you wish.

Apart from some minor alterations to the existing side extension which cannot be seen from your property, we intend to demolish the existing rear single storey building which is currently of timber construction and replace this with an extended brick two storey extension. The ground floor to comprise of a new kitchen diner and the first floor, a bedroom.

However, in order for us to carry out our work it will be necessary to make a minor alteration to your roof where it currently protrudes past your building line into ours.

The detail of what we will need to do in order to satisfactorily complete this part of the construction can be seen on the building plan.

We wish to ensure you that our builder will be able to carry out this work without detriment to the integrity of your roof construction and of course at no cost to you.

Obviously we would like to discuss this with you in person in order to make sure you are happy with what we propose to do and that you have no objections to the work going ahead.

However we would like to ask that if and when you have seen the building plans and are aware of the proposed structure and alterations you could sign, date and return the enclosed agreement to us at your convenience. We have also enclosed a copy for you.

Yours Sincerely

Gary and Kim Illingworth