



SUBMISSION PACKAGE

**FOR
52 ARCHWAY ROAD
HUYTON
L36 9XE**

**APPLICANTS' PACKAGE
Drg. No. P 13282**



Keith Swain Design

Engineering Designs

Keith Swain BA

Fast track accredited planning agent

Telephone 01744 885131

Business Email SWAIN.KEITH@sky.com

PACKAGE CONTENTS

- _____ **Package description sheet**
- _____ **Copies of plans**
- _____ **Party wall Act - Notice of works**
- _____ **Party Wall Act - Acknowledgement of Notice**
- _____ **Planning Application / Development Submission Forms**
- _____ **OS map (1/1250)**
- _____ **Block Plan (1/500)**
- _____ **Building Regulation Application form**
- _____ **Heat Loss / Energy Efficiency Calculation**
- _____ **Structural Calculations**
- _____ **Miscellaneous letters, invoice etc**

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This package contains the submission details for the extension at your property. The details are application forms, maps, build specifications, site plans, calculations and letters etc. From time to time additional information (such as approval certificates) will be sent to you and upon receipt should be inserted in this folder that is your master file.

The package also includes a letter in relation to the Party Wall Act and should be handed to your neighbour prior to building. It is important that your neighbour agrees for the proposal to go ahead, and if not, they should tell you reasons why it should not go ahead. A response letter is attached in order that you can gain a written agreement for the excavation work on the boundary. Note that as your agent and not an independent surveyor, I cannot act as a Party Wall Surveyor; this has to be done by an agreed surveyor to the parties involved.

In order that you can build the extension you should have full approval of Town and Country Planning (with or without conditions) or a Lawful Development Certificate, full approval of Building Regulations (with or without conditions), and an agreement with your neighbour under the Party Wall Act.

Upon completion of the work, the Building Control Office should send a Completion Certificate. Although it is normally asked for on the application forms, you should also make enquiries direct to their office for this certificate.

Please ensure that the contractor understands the specifications and that the contractor notifies the council of any changes to the specifications as a result of site conditions during the course of construction. Ensure also that the contractor is working to the latest issue plans and specifications. Additionally the contractor should arrange site visits by the council's Building Control Staff.

If in doubt about the details or procedures then please call me for advice.

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54 Archway Rd
Huyton
26th February 2017

Our Ref. **P13282**
Your Ref.

The Occupier

Ref. Extension at: **52 Archway Rd, huyton, L36 9XE.**

THE PARTY WALL ACT 1996 NOTICE OF WORKS PARTY STRUCTURE NOTICE.

As agents for the owner of adjacent land, we are notifying you that in accordance with rights under section 2 of the Party Wall Act 1996, an extension is being built adjacent or near to your land. Your neighbour (the applicant) has a copy of the plans of the proposal, which have now been submitted to **Knowsley Council** for Full Planning Permission or Lawful Use Certification. There is no intended encroachment of any part of the extension over any boundary and that the foundations will be normal concrete strip or raft. Work will begin within the next twelve months and with your written agreement. The local authority Building Control staff will inspect the works and shall certify compliance with the Building Regulations. If you are content for the work to go ahead as proposed please sign and return the attached letter within the next ten weeks (or hand the response letter to the owners at **52 Archway Rd, Huyton, Knowsley, L36 9XE.**).

In the event that you are not content for us to go ahead with the works, then would you be willing to agree to the appointment of an 'Agreed Party Wall Surveyor'. An agreed surveyor will resolve any dispute under the Party Wall Act 1996. The cost of a surveyor is unknown at this stage. You must respond to this notice and failure to act may be taken as notice that you may be in acceptance of the building work that is about to be undertaken.

Yours sincerely

Keith Swain BA

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Telephone 01744 885131
Business Email SWAIN.KEITH@sky.com

THE PARTY WALL ACT 1996. ACKNOWLEDGEMENT OF NOTICE.

Response letter from: 54 Archway Rd, Huyton, L36 9XE.

**52 Archway Rd
Huyton
Date.....**

Our Ref. **P13282**
Your Ref.

The Occupier

Ref. Extension at: **52 Archway Rd, Huyton, L26 9XE.**

As owner of the land adjacent or near to your land and having received notice dated above in respect of proposed works at the above address and without prejudice to any of our rights under the Party Wall Act 1996.

- Delete as appropriate
- We are content for the works set out in your notice to go ahead as proposed
- We are not content for the works set out in your notice to go ahead as proposed and we will notify you separately of our concerns

Yours sincerely

SignedDate.....

Name.....Print name/s

SignedDate.....

Name.....Print name/s

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**THE PARTY WALL ACT 1996.
ACKNOWLEDGEMENT OF NOTICE.**

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