

NUISANCE RECORD FORM



You have been supplied with this form in connection with a nuisance investigation by the Council in order to gather precise details about the effects on you. The form should normally be completed over a period of not less than 14 consecutive days. It must be truthful and accurate. It could be referred to in any subsequent legal proceedings.

The notes are only to relate to the instances when you feel that there is an **unreasonable and substantial interference** with property, or its use or enjoyment. If during the period there are days where there is no such interference, this should also be noted. When completing this form, any continuation sheets and any other information should be returned to the address on the headed paper attached.

Your name:

Address:

Tel numbers: Home: Work:

Address to which the complaint refers:

Name where known:

Date	Time began	Time ended	Details of the activity	Comments (eg: effect, severity etc)	Initials

I certify that all the information above is a true record of events witnessed by me.

Signed: Date:

Date	Time began	Time ended	Details of the activity	Comments (eg: effect, severity etc)	Initials

I certify that all the information above is a true record of events witnessed by me.

Signed: Date:

How to keep the diary

Please note that a diary is the first part of collecting evidence against those causing the nuisance. We may use this record as part of your witness statement should it be necessary to take formal action against those causing the nuisance.

1. This diary is your own record of what you see or hear within your own household. It would help to make a note of any other people who witness an incident.
2. You must fill in the diary as soon as possible after the incident while it is still fresh in your memory. If possible do it on the same day, as far as is reasonably practicable.
3. Fill in one row for each separate incident, even if they happen on the same day. If you cannot fit all the details of one incident into one row, continue down into the next row and write 'incident continued' in the date and time column.
4. Date and time of incident – It is important that the correct date and time of the incident are recorded as well as when it is finished – this will give us the DURATION and FREQUENCY.
5. Details of incident – Enter details of the incident in this column. Give a description of the event, as much detail as possible. This will enable us to have a better understanding of what we are trying to witness.
6. How did the incident affect you? – It is important to know how this incident has affected you. For example, were you woken? Did you have to go out? Did you turn the TV up? – this shows the SEVERITY.
7. Write down everything you see and hear in as much detail as possible. A general summary would not be taken as seriously as word-for-word evidence. You will therefore have to include swear words. We are sorry if this is upsetting to you, but it is much more effective than simply saying "he used abusive language". If you can identify particular songs or parts, list them.
8. Please sign and date the end of each page in the spaces provided.

How will the information be used?

Your details or any information you provide will not be disclosed or used in legal proceedings without your permission.

Please complete the diary sheet for not less than 14 consecutive days in order to provide us with a suitable picture of incidents.

Once completed, please return diary sheet to:

Environmental Protection Team / Environmental Health Section
Environment, Culture & Communities Department
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD