



ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY

YOUR DETAILS

Full Name Address

Home Telephone

Work Telephone

Mobile Telephone

Email Postcode

TO BE COMPLETED BY PERSON IF COMPLETING ON BEHALF OF COMPLAINANT

Name of Person Completing:

Address of Person Completing:

..... Postcode

Signature of Person Completing:

Telephone Number of Person Completing:

FOR INVESTIGATING OFFICER TO FILL IN

Date First Complaint Received:

Review Date:

Date Diary Issued:

Case Number:

HOW TO USE THE DIARY

Many neighbour disputes can be sorted out by talking calmly with the other person, but South Kesteven District Council will take action quickly if this approach fails or someone's behaviour is Anti-Social. We can only act if we have evidence. You can help by keeping a diary of everything that happens.

Make sure you keep to these four simple rules:

1. This diary is your own personal record of what you see or hear. You can't write down something that other people (including your husband, wife or partner) have witnessed. They must get their own diary or you can give them one of the tear-off sheets at the back of the diary, called a witness report.
2. You must fill in the diary as soon as possible while the incident is still fresh in your mind. Do it the same day if you can.
3. Fill in one form for each separate incident. If there is a second incident on the same day or night, start a new form. Put your name and signature and the date at the bottom of each form.
4. Write down everything you see and hear in as much detail as possible. A general summary isn't taken as seriously by the court as word for word evidence.

OTHER EVIDENCE

It's a good idea to collect other evidence to back up the diary. Photographs can help in some cases.

However, extreme care should be taken not to intrude on personal privacy as this could be in breach of human rights for which you may have legal action taken against you by the affected person(s).

You should also take into consideration your own risk to personal safety for which the authorities will not accept responsibility.

INCIDENT DIARY

This diary sheet is for one incident only - if a second incident happens on the same day or night start a new diary sheet.

When did the incident happen?

Date		Time Started		Time Finished	
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Where did it happen?

Put the address where the incident happened - not your own address, unless it's the same.

Address

Who did it, or who was involved?

(Put the name and the address of the person responsible. If you don't know, can they provide surnames or an accurate description. It may help).

Name

Address

What happened?

(Write down exactly what you saw and heard. If someone else saw or heard other things, they must fill in their own diary or use one of the tear off Witness Report sheets from the back of this diary. Put all words in full, including swear words). There is more space over the page if you need it.

Any Witness?

(Did anyone else see or hear the incident? Put down their name(s) and address(es). Have they filled in their own diary sheet?)

Have you reported it?

(For example the Police, Housing Services or Social Services. If so write down who you spoke to and, where and when you made the report.) If you reported it to the police, please write down the incident number in this box.

How has it affected you?

(Write down the way the incident has made you feel. Include its effect on people who live with you: for example, has it stopped you sleeping, frightened your children etc.)

Additional Space:

Please read this statement:

“I believe the information I have given above is a true description of what I saw or heard and I give this information acknowledging it may be provided as evidence in any action the authorities decide to take” and then sign, date, print your name and complete the address box below.

Signed Date

Name

Address..... Postcode.....