

Other guidance leaflets available:  
Dealing with a Neighbour Nuisance  
Witness Statements



For further information, or to talk to us, please  
contact the Community Safety Team:

## Community Safety Team



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# Incident Diary Booklet Guidance

The image shows a sample of the 'ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY' form. It includes sections for 'YOUR DETAILS' (Name, Address, Telephone), 'TO BE COMPLETED BY PERSON IF COMPLETING ON BEHALF OF COMPLAINANT' (Name, Address, Signature, Telephone), and 'FOR INVESTIGATING OFFICER TO FILL IN' (Date First Complaint Received, Review Date, Date Diary Issued, Case Number).



We want to ensure all residents of South Kesteven have access to our information materials.  
This booklet is available in various languages and formats including large print, braille, online and on computer disk.  
To request a document in a specific format, you can ring us on 01476 40 61 27 or email [communications@southkesteven.gov.uk](mailto:communications@southkesteven.gov.uk)

## Why use an Incident Diary?

Incident diary booklets are very useful for recording events. We can only act if we have evidence, and you can help to provide this by completing the diary as the events occur.

The individual diary sheets should give a continuous account of the nuisance/incident as experienced by you, the complainant.

They are seen by a Judge as powerful evidence. Without this good evidence a Judge will not grant injunctions, possession orders, or anti-social behaviour orders.

The information you provide in the diary will be treated in strict confidence. Completing the diary does not mean that you will be called as a witness and, in some cases, the evidence can be given anonymously.

Diary booklets and sheets are useful to us because:

- they allow an assessment of the case
- they quantify the seriousness of the case
- they can establish patterns of behaviour
- it is a way of expressing your feelings at that time
- they provide a form of recorded evidence
- they can be used for a response of denial by the perpetrator

If a case progresses to a legal stage, the booklet will become an essential aid for the production of witness statements.

## How to use your Incident Diary

- your diary sheets should include what you have actually seen or heard
- include the day, date, time and place
- if there are other witnesses they may need to fill out their own diary
- write the details of the incidents as and when they actually happen
- record how long the incident goes on for
- fill in separate sheets for each incident, even if they are on the same date
- use as much detail as possible to describe the incident and what is/has happened
- describe the person or people involved and if and how you know them
- importantly, you need to say how the incident has affected you - for example, did it cause you sleepless nights, where you frightened, etc
- if you haven't already been given a diary to complete, any other written account is acceptable
- photographs may be useful sometimes as back up evidence to the diary (please be careful not to intrude on a persons privacy as you may find that legal action could be taken against you for a breach of human rights by the affected person/s.)

If English is not your first language or you have difficulty reading or writing we can help you to record your evidence. Please get in touch.

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