



## **Tamar Housing Society**

### **Tackling Nuisance and Anti-social Behaviour**

#### **Anti-Social Behaviour Diary Record of Incidents**

<b>Your full name</b>	
<b>Your address</b>	
<b>Your phone number</b>	
<b>Your mobile number</b>	

## Anti-Social Behaviour Diary Guidance Notes for Residents

These notes are to help you keep a record of events that are relevant to your complaint of anti-social behaviour or nuisance. If you have been asked to keep a record, please follow these simple guidelines.

In serious cases, where legal action is needed, this record will be produced as evidence.

### General Points

- You must write the records yourself.
- Incidents should be recorded immediately or as soon as possible after they have happened.
- Only include incidents which you saw, heard or were involved in. Do not include anything that someone else has told you happened, no matter who they are. If someone else wants to record something, they should use their own diary sheets.
- Make a separate entry for each incident.
- Each page must have your name, address, page number and must be signed and dated.

### You must record the following:

- The date and time of the incident (with am or pm).
- Where the incident occurred.
- What you were doing at the time, e.g., watching TV, asleep, reading, walking to shops, etc.
- Write down the incident as it occurred, in a logical order.
- Wherever possible, refer to people by name. If this is not possible, write down a description of the person or people.
- If the problem is noise, describe the noise as best you can and where it seemed to come from. For instance, if it was loud music, was it from a TV, radio or hi-fi? Do you know what type of music it was and the artist? Do you know which TV or radio programme it was?
- If there is verbal abuse, try to record the exact words used, even if you find it offensive.
- If the Police are called, make a note of the police Officer's name and number and ask for the incident or crime number. This will help trace the call on the Police computer.
- Don't worry about space on the form, you can use more than one line for an incident if you need to. It is more important to get all the information down.

## ASB Diary – Record of Incidents

Date	Start Time	Finish Time	Details Of Incident	Who Was Involved?

I believe that the information I have given is a true and accurate description of what I saw and/or heard

Signed		Date	
Name		Address	

## ASB Diary – Record of Incidents

Date	Start Time	Finish Time	Details Of Incident	Who Was Involved?

I believe that the information I have given is a true and accurate description of what I saw and/or heard

Signed		Date	
Name		Address	

## ASB Diary – Record of Incidents

Date	Start Time	Finish Time	Details Of Incident	Who Was Involved?

I believe that the information I have given is a true and accurate description of what I saw and/or heard

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## ASB Diary – Record of Incidents

Date	Start Time	Finish Time	Details Of Incident	Who Was Involved?

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Name		Address	