



A Guide to completing your diary sheets

In order for us to take action against tenants who act antisocially it is important that we have good quality evidence. Although it may seem time consuming; if they are completed accurately diary sheets can if necessary be used as evidence in court.

If you do not send the completed diary sheets back to us we won't know the full details or if it is still happening. We need you to send your completed diary sheets back within 2 weeks. This is because we need to contact your neighbour who is acting antisocially as soon as possible after the event. We also need to be able to assess whether we need to involve other agencies. If the nuisance is happening regularly and you are concerned that you will have no diary sheets when you send the completed ones back please call your Housing Officer and they can send you some more. You can also request these online through our website.

Location of the problem

It is very important that you are sure of where the noise is coming from. This can be difficult when it is noise in flats as noise can travel sideways as well as up and down. Please if possible go onto the landing and see if you can hear the noise through the door of a flat before assuming the location. Another example is that in the case of dogs barking there may be several dogs in the area so please try and establish where the dog causing the noise is located.

Date and time

H012.111B

Please make sure that you write the date rather than just the day. Also can you please ensure that you write the time as am/pm or the 24 hour clock. Please do not write 'night time' or 'all day'.

What sort of noise or nuisance was it?

Please be specific and if a conversation / argument was heard what was said. If offensive language was used please repeat this even though you may find this uncomfortable, it is important to be as clear as possible. Please do not just write 'noise', please give the specifics such as loud music including the details if known. In the case of a dog barking please try and state how regular the barking is for example 3 barks every 10 seconds.

Effect on you

It is very important that you state clearly the effect that the nuisance had on you. This helps us establish the extent of the problem. If you are affected by loud arguments from your neighbour you could say something like ' [Their fierce argument could be heard so clearly through the living room wall. A female was shouting just get out! I could not hear the words of the TV programme I was watching and my 10 year old daughter became very distressed](#)'.

Names of other witnesses

Please state the names of anyone else who heard the noise / saw the nuisance who would be willing to support the case. Please give their name and address if they do not reside with you.

Other information

Please include any other information you think is important. An example may be if you also called the police please include the log number.