



Diary Sheets

It is important to keep a record of all incidents of nuisance, especially if the matter is likely to go to Court. You should always try to complete this record at the time of the incident. Please keep this form in a safe place and when it is full, or following several incidents, please return it (or a copy) to your Housing Officer. *Examples of how to complete the form are stated below*

ABOUT YOU

Your Name
Address

ABOUT THE PERSON YOU ARE COMPLAINING ABOUT

Their Name
Address

Location of the problem – *back garden, bedroom*

Date	Time started	Time finished	What sort of noise or nuisance was it?	Effect on you	Names of other witnesses	Other information
<i>31/09/15</i>	<i>21:55</i>	<i>23:50</i>	<i>Drilling</i>	<i>Could not sleep</i>	<i>Husband John Smith</i>	<i>I knocked on the front door of this flat but they did not answer.</i>

Date	Time started	Time finished	What sort of noise or nuisance was it?	Effect on you	Names of other witnesses	Other information

Signed