



NEIGHBOURHOOD NUISANCE DIARY



Name:

Address:

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Telephone No:

Neighbourhood Services Officer:

Case No:

Date Booklet to be Returned: / /

FOR OFFICE USE ONLY:

Date Issued: / /

Date Returned: / /

Completing a Neighbourhood Nuisance Diary

Keeping good records of all incidents of anti social behaviour committed by a neighbour(s) is the only way of ensuring we have solid evidence to seek swift and effective action to solve issues with neighbours.

GUIDELINES TO HELP YOU:

- This diary is your own personal account of what has happened. The diary cannot be used as evidence unless you are truthful and describe exactly what you saw or heard. If you have not witnessed an incident yourself, you must make this clear in your entry and say who it was that reported the incident to you. If you did not hear exactly what was said, do not try and guess; say that "it sounded like" or "words similar to". Never make up words or exaggerate incidents to make them sound more serious.
- Write clearly about what happened. You do not need to write a long essay, although as much detail as possible is useful. Write down everything you see and hear. It may be embarrassing or distressing at times but it is very important that we learn exactly what problems you have been experiencing therefore include swear words in full rather than "he said ****" or "he shouted abuse at me".
- Make sure you have written down the date and time of each incident (including the year). If you run out of space turn over the page and continue on the next diary sheet. Remember to sign and date each page you complete.
- Write down the details of any incident as soon as possible. It is often easier to record this

information when the incident is still fresh in your mind. It is recommended not to leave it more than one day before completing the diary

- If you report any incident to the police, please note down the incident number and date it was reported.
- You can include any other form of evidence you think may be of use, i.e. photos of damage. If you do include photos, make sure you note the date and time they were taken.
- Do not hold on to this diary for more than one month and remember to return it by the date specified on the front of the booklet. However, you must report any serious incidents of nuisance immediately (e.g. all night disturbances, threats, violence, intimidation etc). to your Neighbourhood Services Officer as well as writing down the incident in your diary.
- Further diaries are available if required. If you have problems writing down what has happened or if you have any problems completing the diary please inform your Neighbourhood Services Officer who will advise and help you as much as they can.

Remember: It's important that you fill in this diary correctly.

You can contact the Neighbourhood Services Team by calling:

0300 123 8084

by E-mail:

ymholiadau@ccgwynedd.org.uk

By Post:

**P O Box 206,
Bangor,
Gwynedd,
LL57 9DS**



This is the start of your Neighbourhood Nuisance Diary

**Remember to keep a detailed record of every event
and read the guidelines to help you to complete the
diary correctly**

Print name of witness:

Address:

Date of incident: / /

Time of incident: : AM / PM

Name and address of person responsible for the nuisance:

Reported to Police? Yes No

If 'Yes' please include Incident Number:

How did the incident affect you?

When did the incident stop? : AM / PM

Names and address of other witness, if available:

Print name of witness:

Address:

Date of incident: / /

Time of incident: : AM / PM

Name and address of person responsible for the nuisance:

Reported to Police? Yes No

If 'Yes' please include Incident Number:

How did the incident affect you?

When did the incident stop? : AM / PM

Names and address of other witness, if available:

Please describe below exactly what happened
(if necessary please continue on next diary page)

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I confirm that the contents of the Nuisance Diary sheet are true:

Signed: Date: / /

Print name of witness:

Address:

Date of incident: / /

Time of incident: : AM / PM

Name and address of person responsible for the nuisance:

Reported to Police? Yes No

If 'Yes' please include Incident Number:

How did the incident affect you?

When did the incident stop? : AM / PM

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Name and address of person responsible for the nuisance:

Reported to Police? Yes No

If 'Yes' please include Incident Number:

How did the incident affect you?

When did the incident stop? : AM / PM

Names and address of other witness, if available:

Have you remembered to?



- Sign each page**
- Date each page**
- Complete your contact details in full**
- Include any police incident numbers (if relevant)**
- Include any additional proof (if relevant)**
- Keep a detailed record of events**