**ANTI-SOCIAL BEHAVIOUR DIARY RECORD**

Diary of incidents of nuisance, disturbance or anti-social behaviour. Please complete one diary sheet per incident.

Your Full Name …………………………………………………………………………….

Your Address ………………………………………………………………………………

……………………………………………………………………………………………….

……………………………………………………………………………………………….

Telephone ………………………………………………………………………………….

Landlord (*if applicable)*…………………………………………………………………….

Are you prepared for your details to be:-

1. Used in court Y/N

2. Disclosed to the perpetrators Y/N

3. Referred to other relevant agencies (including Community Safety Partnership Agencies) Y/N

Date of Incident (day/month/year)

Time of Incident (Start / Finish)

Please provide name and address of person responsible (if known):

Please write down in details exactly what you saw and heard only, including descriptions at the time of the incident (Do not include the views of others). Please put all words in full (including swear words). *(Continue overleaf if required page)*

Please give details of any other witnesses: (Names and addresses)

Have you reported this incident to any other organisation (if yes, please specify which agency, time, date, and any reference number).

Your signature Date:

*Office use only: IDOX/SafetyNet Case reference number…………………………… Date entered onto CM system*

Notes on Completing Anti-Social Behaviour Record Diary Sheets:

Collecting evidence – filling in diary sheets

We recognise that every case of Anti-Social Behaviour (ASB) nuisance is different and we assess each case on an individual basis. We cannot take action against someone without evidence. As part of your complaint, you have been asked to complete a diary sheet. Diary sheets are used to evidence the ASB you are experiencing. It is very important that you complete your diary sheets thoroughly to ensure that we know exactly what has been happening.

Completed diary sheets are used for a variety of purposes:

• They enable officers to get a clear understanding of the nuisance you are experiencing.

• They give an indication of the frequency and severity of the nuisance.

• They enable our staff to see if there are any patterns to the nuisance.

• They enable staff to identify and raise specific incidents with the perpetrators.

• In due course they can form the basis of, or be attached to, a witness statement should the nuisance to warrant legal action, and

• Should you be cross examined in court about the allegations you have made, they can enable you to provide accurate and detailed information.

Diary sheets are fairly straightforward to complete and require some very basic information, in as much detail as possible. This includes:

• The date, time and location of an incident.

• Full details of what happened. Please record everything you see and hear in as much detail as possible while the incident is still fresh in your mind.

• Who is responsible for the nuisance/behaviour. If you don’t know their name, provide the address and a description of them.

• Give the contact details of any witnesses to the nuisance.

• If you’ve contacted the police, make sure you ask for an incident number and include on your diary sheet. If the Police visit, record the officers’ name and number, as this may assist us when substantiating your allegation.

When you have finished the sheets always remember to sign and date the each page of the entry.

In completing these records, the information may be shared with other cooperating Community Safety Partnership partners (including Police). If you do not want this to happen please confirm on the report.

Where applicable you should continue to report incidents to the Police as advised.

What happens next?

Please complete your diary sheets as requested, and then return them to TVBC’s Community Safety Team. We will then review your diary and contact you again with our assessment of the evidence and whether we feel further formal action can be taken. Without recorded evidence, TVBC generally cannot take action against perpetrators.