

ANTISOCIAL BEHAVIOUR LOG



For a complaint to be investigated by Havebury it needs to be supported by evidence; a written diary of each incident is the best way

- Use the diary to record what you see or hear. Please do not add statements from other witnesses – they must keep their own diary
- Fill in the diary as soon as possible after witnessing an incident, so that it is fresh in your mind
- Use as much detail as possible. This includes a word-for-word account of anything that is said, such as swear words
- Be as accurate as possible as we may rely on the information provided in court
- It is important that you include your feeling and how the incident has impacted on your normal life – for example if it has made you feel scared or depressed, stopped you sleeping, made you fear for your children or stop them playing out in the street, or you feel are more affected because of age or ill health.
- Try to identify people involved on each occasion. If you don't know the name of people but can describe them or their clothing, or know their nickname, put that down
- If there were any other witnesses include their name (and address if you know it)

Please note if this diary sheet is not returned within four weeks we will assume that the matter is resolved and the file will be closed

We cannot investigate a complaint if you are not willing to personally support this evidence in the event that formal action is taken

**For further advice please contact the Neighbourhood Team on;
0300 3300900**

Type of Nuisance

1



Antisocial Behaviour
/Graffiti

2



General disruption noise
A) Loud voices
B) Loud music
C) DIY

3



Animal disturbance

4



Substance
/Alcohol Abuse

5



Fly Tips/Litter/Untidiness

6



Sexual Offences

Example of how to fill in the form;

Type of Nuisance (use code number)	Date & Time	Where is the nuisance coming from?	Notes
9	01/02/18 1pm	Number 4 - garden	Dog barking non stop for about an hour. Neighbours left it out all day.
1	01/02/18 6pm	Number 4 - garden	Bonfire lit again, right next to my fence, thick smoke blowing across my garden and stinking out the house.
4	06/02/18 10pm	Number 4 - indoors.	Music thumping constantly. Bass vibrating through wall. Woke my baby. I couldn't sleep and was exhausted for work.

You should complete this diary over 2 weeks. It should be used to show how this matter is affecting you. Please make sure this is completed fully so we can deal with your complaint as soon as possible.

Date Issued		Case Number	
Your Details			
Name			
Address (inc. postcode)			
Telephone no.			
Email Address			

I declare that the information I have given is a true record of what I have witnessed and I am prepared to attend Court to present this information as evidence.

I consent to the information on this and the attached sheets being shared with other agencies (e.g. the Police, Local Authority and other Housing Associations), and am aware that it may be used in Court proceedings in either the Magistrate or County Court *please delete if consent not given

Print name	
Sign	
Date	
Please note, if this is not signed the case will not be investigated	

Please return completed log books to
 Havebury House · Western Way · Bury St Edmunds · IP33 3SP
 myarea@havebury.com



Havebury House
Western Way
Bury St Edmunds IP33 3SP
myarea@havebury.com
0300 3300 900
havebury.com