

HOW TO COMPLETE THE NOISE NUISANCE DIARY

If the nuisance that you are complaining about consists of a series of incidents, e.g. regular playing of loud music, then you will need to keep a diary of the incidents as they occur as evidence of the nuisance that you are experiencing. When filling in the nuisance diary, make sure that you: -

- ^ Make all diary entries at the time of the alleged incident or immediately afterwards. These can be read out in court to assist memory. Without these notes, a witness would have to rely on recollection alone. If an incident took place many months ago or is one of many, such a note is invaluable.
- ^ Please write legibly.
- ^ Do not use ditto marks.
- ^ Include the date, time, duration and location of the incident on each occasion it occurs.
- ^ Make a note of the type of noise e.g. music, shouting etc. If the music can be heard clearly enough to make out the words then state this on the form.
- ^ Be as clear and as detailed as possible about what happened.
- ^ Make sure you only record incidents of noise nuisance on the diary sheet. Incidents of harassment, verbal abuse, damage to property etc. **should not** be included on the diary sheet but should be reported to the Police.
- ^ Please state how the nuisance affects you e.g. if you are awoken from sleep.
- ^ If anybody else witnesses the noise nuisance, tell us their name and address. Better still ask them to write down their own account of events on a separate diary sheet or piece of paper. Make sure they give their name and address, the date and time and details of the incident and that they sign it. We may wish to contact any witnesses.
- ^ Please sign each diary form.
- ^ Diary sheets should be returned within 4 weeks otherwise we will assume the problem has been solved.

