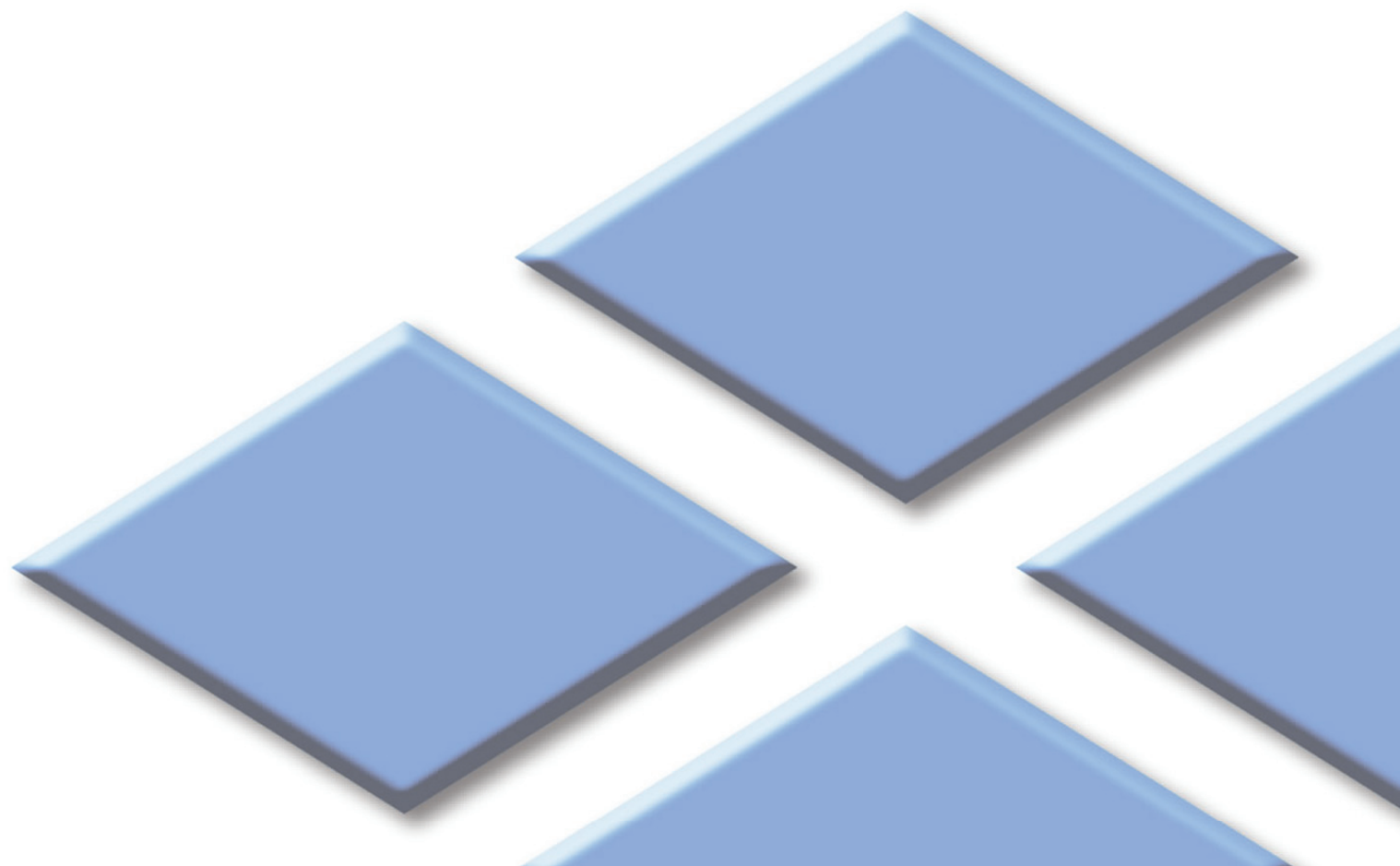




Incident Diary



OFFICE USE ONLY - Case Reference Number

Completing an Incident Diary

Keeping good records of all incidents of anti-social behaviour that you witness is the only way of ensuring that we have good evidence to resolve the problem.

Please remember the following simple rules:

This diary is your own personal account of what has happened. The diary cannot be used as evidence unless you are truthful and specific and describe exactly what you have witnessed. Please do not include incidents that you have not witnessed yourself. If you did not hear exactly what was said, do not try to guess, Say things like "It sounded like....." or "words similar to....." Never make up words or embellish incidents to make them sound more serious.

Write clearly what has happened. You do not need to write lots, but try to include specific information information, with enough detail.

X My neighbour was noisy and kept me awake until the early hours

✓ My neighbour started playing loud music at 11pm and this went on until 3am and woke me and my children up. It was so loud that the wall was vibrating. I have to get up at 7am to go to work and so I was really tired the next day and found it hard to concentrate at work.

Try to complete the diary as soon as you can after the incident. You will find that it will be easier to remember if you complete it within 24 hours of the incident occurring.

When recording incidents where someone has said something, it is important to be as specific as possible. Sometimes it can be upsetting or embarrassing to write this down, but it's important if the case goes to court that the Judge can understand what you have been going through. Always use the words that were said, **including any swear words in full.**

X My neighbour shouted abuse at me and threatened me.

✓ My neighbour said "I am going to put your windows through you stupid bitch."

Do not hold on to this diary for more than a month. Please send it back in the pre-paid envelope or drop it off at one of our offices. If the situation gets worse in the meantime, and you feel that you are at risk of harm, please contact your Investigating Officer on 0800 25 26 27.

In an emergency, always call the police

Incident Diary

Case Reference

| |
|------------------------|
| Print name of witness: |
| Address: |
| Telephone Number: |
| Email: |

| | |
|--|--|
| Date of Incident: | Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> |
| Time of Incident: | Started at <input type="text"/> <input type="text"/> AM/PM Ended at <input type="text"/> <input type="text"/> AM/PM |
| Name(s) of person(s) responsible for the nuisance | |
| How did the incident affect you? | |
| Names and Addresses of any other witnesses, if available | |

Please describe below in your own words exactly what happened:

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I confirm that the contents of this diary sheet are true

Signature

Date

If you would like this document in another format, we can change it into:

Any other language

Another colour / Another Colour

British Sign Language

Braille

Picture Format

Audio



A Larger font

And many more...

यदि इस जानकारी की आपको किसी और भाषा में आवश्यकता हो तो कृपया 0800 25 26 27 पर टैलीफोन करें या स्टाफ के किसी कर्मचारी से बात-चीत करें। (Hindi)

ئەگەر تۆم زانیاریەت بە زمانیکی تۆ دەتوێت ئەمرا تەنکیە تەلەفۆن بکە بۆ نۆمارە 0800 25 26 27 یاخود قەسە لەتەلەفۆن یەکێک لە کارمەندەکان دا بکە (Kurdish)

Jeśli niniejsza informacja jest wymagana w innym języku, prosimy o kontakt pod numerem telefonu 0800 25 26 27 lub o zwrócenie się do któregoś z pracowników. (Polish)

Если Вы хотели бы эту информацию на другом языке, позвоните, пожалуйста на номер 0800 25 26 27 или свяжитесь с членом штата. (Russian)

Bu bilgiyi bir başka dilde arzu ediyorsanız lütfen 0800 25 26 27 numaraya telefon ediniz veya görevli memurla konuşunuz. (Turkish)

اگر آپ یہ معلومات کسی اور زبان میں چاہتے ہیں۔ تو مہربانی کر کے 0800 25 26 27 پر فون کریں یا سٹاف کے کسی ممبر سے بات کریں۔ (Urdu)

Please just contact a member of staff at Golden Gates Housing Trust free on 0800 25 26 27

Please return this diary to:

Post to:

Golden Gates Housing Trust

PO Box 1181

Warrington

WA1 9FB

In Person to:

To a Golden Gates Housing Trust Housing Office

Scan in and email to:

info@gght.org.uk