

# Anti-social behaviour diary

Use this form to keep a record of ASB incidents



## How to keep your diary of incidents

In keeping this diary, you must make sure that the information is factually correct. The record may be used as evidence in court at a later date.

When making your entries please remember that the court and therefore BPHA is only interested in 'anti-social behaviour' that actually affects you. Do not record things that you think may have happened or that other people have told you happened.

It is very important that you record events in the diary as they happen.

You can obtain further copies of this diary by contacting your Housing Officer.

You fill in the diary in the following way:

- **State the exact time the ASB occurred:**  
eg. "1<sup>st</sup> February 2003 at 2am"
- **Record how long the nuisance lasted:**  
eg. "It was continuous from 2 until 3.40am"
- **Give an accurate description of what took place (giving as much detail as possible):**  
eg. "Woken by very loud music from next door No. 22 Tower House at 2am. It was very loud rock music, which woke my two older children, aged 3 and 5. I could not hear my baby daughter who was crying."
- **Assess the degree of the nuisance, for example noise, by comparing it to another sound:**  
eg. "The noise was so loud I could not hear my own TV which was at a normal level"

Please record any ASB incidents overleaf

Please fill in the following

Your Housing Officer:

Your name:

Your address:

Your phone number:

Name of person causing nuisance: (if known)

Address of person causing nuisance: (if known)

### STATEMENT OF TRUTH

I certify that the facts stated in this record sheet are true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Are you willing to give evidence in court? YES  NO

