

# **PERTH & KINROSS COUNCIL**



## **ANTI SOCIAL BEHAVIOUR TEAM INCIDENT DIARY**

**Your Name and address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

**Where does the noise or nuisance come from?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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**Do –**

- ✓ Make notes in your own handwriting
- ✓ Use a new page for each new incident
- ✓ Use this diary to note unacceptable behaviour every time it happens
- ✓ Note unacceptable behaviour as soon as it happens
- ✓ Remember that this diary can help you give evidence in court, but only if you make notes straight away
- ✓ Provide as much detail as you can – when, where, who?
- ✓ Note particular phrases that you hear – word for word
- ✓ State how the behaviour affected you
- ✓ If you can't name the person behaving in an unacceptable way, give a description of him or her
- ✓ Note things only if you see or hear them yourself
- ✓ Say whether you phoned the Police or Community Wardens

**Don't –**

- ❖ Delay – its important to note the incident in this diary straight away
- ❖ Write what other people have told you in this diary. Use it just for things you have seen or heard yourself
- ❖ Ask anyone else to write in the diary for you. Always write it yourself

**Remember –**

- ❖ We need your support to find a permanent solution to your complaint

## INCIDENT DIARY PAGE (for one incident)

Date	Start Time	Finish Time	Did you phone the Community Warden	Did you call the Police
			YES/NO	YES/NO

### If you called the Police

Which Police Office \_\_\_\_\_

Name of Police Officer you spoke to \_\_\_\_\_

Incident No.

### DESCRIPTION OF NUISANCE:

### HOW DID IT AFFECT YOU?

### DID ANYONE ELSE WITNESS THIS INCIDENT?

YES/NO

If Yes, please give their name and address:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

Tel. No. \_\_\_\_\_

Your signature \_\_\_\_\_ Date \_\_\_\_\_