

Incident Diary

The information contained in this book relating to any individual is exempt under the Data Protection Act 2018 from being disclosed to them as it is likely to affect the way in which crime is detected or prevented, or the catching or prosecution of offenders.

For you to fill in

Your full name

Your address

For the Housing Team to fill in

First complaint (date)

Review date

Diary issued (date)

Incident Diary

Many neighbour disputes can be sorted by talking calmly with the other person. But Multi Agencies (eg. Your landlord, Police, Environmental Health, Social Services, and Local Authority) will take action quickly if this approach fails or if someone's behaviour is very antisocial. We can only act against culprits if we have evidence. You can help by keeping a diary of everything that happens. Make sure you keep to these four simple rules:

How to keep the Diary

We can solve most disputes without taking serious action. But if the situation is bad enough, we will use the law to force the culprits to stop, or even to evict them. To take legal action we need a carefully written-down description of every incident. A court will only accept this incident diary if it's written in a certain way.

1. This diary is **your own** personal record of what you see or hear. You must not write down something that other people (including your wife, husband or partner) have witnessed. They must get their own diary - or you can give them one of the tear-off sheets at the back of this diary (called Witness Reports).
2. You must fill in the diary **as soon as possible** while the incident is still fresh in your mind. Do it on the same day if you can. If you leave it much longer, a court might not accept it.
3. Fill in **one form** for each separate incident. If there is a second incident on the same day or night, start a new form. Put your signature and the date at the bottom of each form.

4. Write down **everything** you see and hear in as much detail as possible. A general summary isn't taken as seriously by the court as word-for-word evidence. This may mean you'll have to include swear words. You'll see in the example sheet (which shows you how to fill in the diary) that we have written swear words down in full. This is much more effective than "he used abusive language". We're sorry if this is upsetting, but you'll have to do the same if the case is going to stand up in court.

Other evidence

It's a good idea to collect other evidence to back up the diary. Photographs can help in some cases - car repairs, overgrown gardens, graffiti and so on. Put the time and date the photo was taken on the back and sign it. You could make a tape-recording of very loud music or shouting. Speak to a housing or police officer if you need help.

Incident Diary (THIS IS AN EXAMPLE FORM)

This form is for information about one incident only. If there is a second incident on the same day or night, start a new form.

When did the incident happen?				
Date of incident <i>if overnight write both dates (12/13 January 2001)</i>			Time of incident <i>(cross out a.m. or p.m.)</i>	
Day <i>19th / 20th</i>	Month <i>January</i>	Year <i>2001</i>	Start Time <i>11.30am / pm</i>	Finish Time <i>1.00am / pm</i>

Where did it happen?		
Put the address where the incident happened - not your own address, unless it's the same		
House / Flat Number <i>4</i>	Road <i>Tolpuddle Street</i>	Inside / Outside <i>Outside</i>

Who did it, or who was involved?	
Put the name and address of the person or people responsible. If you don't know them write "don't know"	
<i>John Jones 4 Tolpuddle Street SE26</i>	

What happened?

Write down exactly what you saw and heard. If someone else saw or heard other things, they must fill in their own diary or use a tear-off Witness Report sheet from the back of this diary. Put all words in full, including swear words.

*I heard banging and shouting outside. I looked out of my kitchen window and saw John Jones who lives at number 4 banging and kicking at his front door. He was shouting to the person inside to open the door. Then at one point he shouted very loudly "open the door or you're f*****g dead". A woman inside kept screaming "go away you b*****d". He picked up a brick and threw it at the window. The window smashed and he tried to get in. Kevin, my son, called the police who arrived and took him John Jones away.....*

continue on the other side of the form if you need to

Any witnesses?

Did anyone else see or hear the incident. Put their name(s) and address(es). Have they filled in their own diary sheet?

Mrs White from 6 Tolpuddle Street and my son

Kevin Smith

YES



NO



Have you reported it?

Have you told organisations like the police, the local housing team, social services. If so, write down who you spoke to and where and when you made the report. (If you have reported it to police, put officer's number and crime number if there is one).

My son phoned police. PC Jones (number 657) from Penge police station came. He wrote it all down.

How has it affected you?

Write down the way the incident has made you feel. Include its effect on people who live with you. For instance, has it stopped you sleeping, frightened your children and so on. Are you more affected because of age or ill health?

The incident is typical of Mr Jones' behaviour. There have been things like this every weekend for the last 7 or 8 weeks (see previous diaries). My children who are 6 and 8 are woken up regularly. They are getting unsettled. I am on sleeping tablets because of the noise and upset.

" I believe that the information I have given above is a true description of what I saw and/or heard."

Your signature

Mary Smith

Date

20th January 2001

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What happened?

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Any witnesses?

Did anyone else see or hear the incident. Put their name(s) and address(es). Have they filled in their own diary sheet?

YES

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NO

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" I believe that the information I have given above is a true description of what I saw and/or heard."

Your signature

Date

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Witness Report

Fill in this form if you have seen or heard someone being anti-social.

This form is for information about one incident only. If you witness another incident start a new form.

Name and address of witness

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When did the incident happen?

Date of incident			Time of incident	
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Your signature

Date

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