

# **Incident** Log Book

The Nuisance/Anti-Social behaviour LOG BOOKS are available from the  
Housing Officer dealing with your case.

Brent Housing Partnership  
Chancel House  
Neasden Lane  
Neasden, London  
NW10 2UF

Tel: 020 8937 2424

## **Nuisance/ Anti-Social Behaviour**



## GATHERING EVIDENCE

### Keeping a record of incidents

It is important that an accurate record of the nuisance is kept for two reasons:

- a) The officer dealing with your case will be able to see how often the nuisance is occurring and how you are affected. This will help us with our investigation, and for statement taking.
- b) If we later decide to take legal action against the perpetrator, the quality of your evidence may be vital as to whether we succeed or not.

#### GUIDANCE NOTES ON KEEPING A RECORD OF INCIDENTS

1. It is important that you record only those things, which you have seen or heard rather than opinions. Each person needs to keep a record on a **separate** sheet. Record incidents soon after they occur while they are still fresh in your mind.
2. Enter the day and date that the nuisance occurs together with the time it started and stopped. Please use a.m. or p.m. after the times or use the 24-hour clock. Also remember to record the year e.g. 24-06-2007, 10.00 pm till 11.30 pm.
3. If for example you experience noise nuisance, record:
  - The types of noise such as loud music, drilling, hammering, barking dog etc.
  - The loudness of the noise such as: I could hear it above my television, my windows were rattling etc.
  - How it disturbed you such as: It woke me up, I couldn't concentrate upon reading my book, I was unable to go to sleep etc.
5. If you receive verbal abuse or threats, please write the exact words that were said. Keep any written evidence of threats/letters you receive or any other items that have been sent to you by the perpetrator.
6. Record the identity of the person causing the nuisance if you know it, for example David Smith, the eldest son, a visitor called Mike Jones etc.
7. If you call the police, record the date and time, and the name and/or the number of any officers who attended your call and which station they came from.

Incident No.		Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
Your Name and Address: <i>Mr A Jones</i> <i>111 The Avenue, South Wales</i>			Address complaint relates to: <i>122 The Avenue, South Wales</i>			
1	1 Jan. 03	Loud music	11.04	12.15	Woke us up	
2	2. 1. 2003	People shouting and throwing things	17.15	17.55	Unable to watch T.V.	
3	05/01/2003	Loud music	15.00	19.25	Unable to watch T.V. Reported incident to Environmental Health Office	
4	10 Jan. 03	Loud music and various people coming and going all evening/night (as if party is beng held)	20.55	04.30	Unable to sleep. Rang Environmental Health Office, officers visited and witnessed incident.	
5	17 February 2003	Shouting, banging and slamming door	10.30pm	11.12pm	Woke us up, unable to get back to sleep.	

Form to be completed and returned:  weekly  fortnightly  monthly

# Nuisance / Anti-Social Behaviour incident Report



To be completed by the complainant and returned to the issuing office:

Name: .....

Address:.....

.....

Contact Telephone Number(s):

Home:.....

Mobile:.....

Work: .....

Description of location where incident occurred:.....

.....

Is this a part of a pattern or incidents?    Yes **3**    No **3**

Do you know perpetrators? (If so, please give details i.e.: name, address):

.....

.....

Were details of the incidents reported to the Police?    Yes **3**    No **3**

Date, time and Police Station where incident first reported?

.....

Did the Police take a statement?    Yes **3**    No **3**

What action was taken by the Police to this report? .....

.....

.....

If the Police took no action, did the officer(s) explain the reason(s) for not taking any action?

Yes **3** No **3**

Nuisance / Anti-Social Behaviour log sheets to be returned    weekly: **3**    fortnightly **3**    Monthly **3**

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG **1**

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 2

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 3

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

# NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 4

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 5

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 6

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

# NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 7

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 8

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG 9

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly

## NUISANCE /ANTI-SOCIAL BEHAVIOUR INCIDENT LOG BOOK

LOG **10**

Your Name and Address:			Address complaint relates:		
Incident No.	Date	Type of Nuisance/ Anti-Social Behaviour	Time Started	Time Finished	Effect of Nuisance
1					
2					
3					
4					
5					

Form to be completed and returned:  weekly  fortnightly  monthly