

## Anti-Social Behaviour: Incident Log

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**“Everyone has the right to enjoy life in their own way as long as they don’t harass or cause a nuisance or annoyance to people living near them.”**

Most anti-social behaviour problems can be resolved by talking calmly with the other person. However if this does not solve the issue then we need your help in order to take further action. It is also possible for you to take legal action against the perpetrator. If you wish to take your own legal action, please seek advice from a Citizen’s Advice Bureau, Law Centre or a Solicitor.

We can only take action against the perpetrators of anti social behaviour if we have all the details of the situation and supporting evidence.

In order to do this we need you to keep a diary of all the incidents that occur, so that we may **work together** in order to resolve the situation.

Circle Anglia’s aim is to find reasonable resolutions in the shortest time possible when tackling anti social behaviour issues, we will consider eviction proceedings only as a last option.

When keeping your incident diary please remember:

- 1) The diary is your **own personal** record of what you see or hear. Please do not include anything that someone else has witnessed, but do ask them to keep their own diary, or complete a Witness Report.
- 2) Complete the diary sheet while the incident is fresh in your mind, and include as much detail as possible.
- 3) Complete a report for every incident. Please put your name and the date at the bottom of each sheet, and sign it.
- 4) Write everything you see and hear, including swear words and abusive language.
- 5) Try to identify the people involved on each occasion. If you do not know the full name of the people that you are making the report about please include any other way that you have of identifying them (i.e. nickname, description of identifying characteristics).

Please collect any other evidence to back up the diary, for example details of any damage done to property.

Please see over for an example of a completed Incident Diary Sheet.

**Before returning your completed incident logs, we recommend you make a copy for your records**

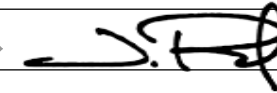


## Anti-social Behaviour: Incident Diary

Date received (Office use)

 29<sup>th</sup> August 2006

Signed (Office use)



 Your name and address  
(include contact telephone no.)

Mr M Jones Flat 1, Cedar Court, The Avenue, London W1 8AH

 Alleged perpetrator's name  
and address (If known)

Mr R Smith Flat 4, Cedar Court, The Avenue, London W1 8AH

<b>When and where did the incident happen?</b> Please include date and time that incident started and ended	<b>Where exactly happened?</b> Please include details, swear words and description of perpetrator	<b>What effect has it had on you?</b> Please include effect on members of your household	<b>Were there any witnesses?</b> Please include names, addresses and contact details
August 24 <sup>th</sup> - 25 <sup>th</sup> 2006 11pm - 2:30am Outside Flat 4 Cedar Court The Avenue London W1 8AH	I heard banging and shouting in the communal areas. I looked through my spyhole and I could see Mr R Smith banging on his front door (flat 4). He was kicking the door and shouting at the person inside the property.	This happens approx every week, and has been for the last 8 weeks. I have 2 young children (6 and 4) who are woken up by it and it is affecting their concentration at school. My wife has been	My wife - Mrs T Jones Flat 1 Cedar Court The Avenue London W1 8AH 07779 123456

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	<p>After approx 5 minutes of this he shouted "open the door or I'll kill you". The woman inside the property kept shouting "go away you bastard"</p> <p>He (Mr Smith) then picked up a brick and began to try to break through the door.</p> <p>My wife, Mrs T Jones called the police and they arrived and removed Mr Smith</p> <p>PC Brown (no. 123) came from Holloway Police Station</p>	<p>prescribed sleeping tablets and I find it hard to get up for work in the mornings.</p>	

Date completed

25<sup>th</sup> August 2006

Signed (Complainant)

*Mike Jones*

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Signed (Office use)

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(include contact telephone no.)

Alleged perpetrator's name  
and address (if known)

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Date completed

Signed (Complainant)

## Anti-social Behaviour: Witness Report

Date received (Office use)	Signed (Office use)
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Your name and address (include contact telephone no.)
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When did the incident happen? Please include both dates if overnight, and start and end times	Where did the incident happen? Please indicate whether it was inside or outside the property	Who was involved? If you do not know names and addresses please include a full description and nicknames	What exactly happened? Please include details of exactly what happened, include swear words and abusive language

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

Signed (Witness)

Date completed

## Anti-social Behaviour: Witness Report

Date received (Office use)	Signed (Office use)
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