

ANTI-SOCIAL BEHAVIOUR INCIDENT SHEET



A guide to filling out your ASB incident diary - Why fill in diary sheets?

These diary sheets have been designed to make recording the incidents that you are experiencing as easy as possible. Your completed diary sheets will help the Authority and its Partnership Agencies deal with your case of anti-social behaviour.

Diary sheets can be used in several ways, including; - To investigate your complaint fully
- To allocate the appropriate resources to tackle and resolve the problem - As evidence should Court action be necessary

What should I remember when filling out the sheet?

- Anyone living in or visiting your property who witnesses an incident may fill in diary sheets, as long as:
 - a) They have signed the diary entries next to the incidents they have witnessed
 - b) They have completed their personal details on the front page

You **SHOULD NOT** approach your neighbours about filling in this sheet particularly in the presence of the person/s responsible for anti-social behaviour.

- Always fill in the date and times of incidents.
- Try to identify the perpetrator/s of the behaviour.
- If there is not enough room on the diary sheets please record additional information on a dated piece of paper and keep it with this sheet.

PRINCIPLE COMPLAINANT'S CONTACT DETAILS - Please provide details below

Name:	_____
Address:	_____ _____
Contact Number/s:	_____
Signature:	_____

The information provided on this sheet will be regarded as having been received by the Authority in confidence in so far as it may contain personal data relating to yourself and/or any other persons (other than the person(s) complained against). It may however, when necessary, in the interests of reducing crime and disorder, be shared with partnership agencies under the Crime and Disorder Act 1998.