Further incidents (cont.)

Date:	Time:	Brief description of incident, the effect it had on you and name/address(es) of witnesses (if any):

Designed and produced by Wandsworth Design & Print. wdp@wandsworth.gov.uk H.1905 (2.19)

Nuisance diary

Wandsworth Council housing department diary of nuisance complaints

How to keep your diary of incidents

In keeping this diary, you must make sure that the information is factually correct to the best of your knowledge. The record may be used as evidence in court at a later date.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

When making your entries please remember that the court and therefore the council is only interested in 'nuisance' that actually affects you. Do not record things that you think may have happened or that other people have told you have happened.

Your area team, co-op or RMO may also be asking your neighbours to keep a diary. You should record the times you are out so that when comparing your diary with your neighbours the officer can understand why events are not recorded in both diaries.

It is very important that you record events in the diary as they happen.

When you have completed the diary for the period agreed you should return it to your area team, co-op or RMO.

You will be kept informed of the progress of your complaint and of any action the council may take.

You should fill in the diary by:

- Stating the exact time the nuisance occurred:
  eg. *"1st September 2008 at 2am"*
- Recording how long the nuisance lasted:
  eg. *"It was continuous from 2am until 3.40am"*
- Giving as much detail as possible, write an accurate description of what took place. e.g. *"Woken by very loud music from next door No. 22 Tower House at 2am. It was very loud rock music which woke my 2 older children aged 3 and 5. I could not hear my baby daughter who was crying."*
- Assessing the degree of the nuisance,using a comparision e.g. *"The noise was so loud I could not hear my own TV which was at a normal level."*

For a further nuisance diary contact your Area Housing Team. If you are unsure who this is, contact 020 8871 6864.

THE BRIGHTER BOROUGH
Wandsworth

Wandsworth council housing department diary of nuisance complaints

This form is for you to keep a record of incidents

Your name

Your address

Your phone number

Your email

Name of person causing nuisance (if known)

Address of person causing nuisance (if known)

Brief description of incident, the effect it had on you and name/address(es) of witnesses (if any):

Date

Further incidents

Date:	Time:	Brief description of incident, the effect it had on you and name/address(es) of witnesses (if any):