**Incident Diary**

Ref Number:

|  |  |  |
| --- | --- | --- |
| **Your contact details:**  |  | **Details of address/location of nuisance:** |
| Your full name |  |  | *e.g. 15 Next Street or St John’s Street Playing field or What 3 Words: ///tend.form.that* |
| Your address |  |  |
| Telephone number |  |  |
| Email |  |  |

Please read the following notes before completing and signing this form:

1. Completion of an incident diary will allow officers of South Holland District Council to assess whether action can be taken.

1. The information collected by you in this diary will be shared with South Holland District Council departments or agencies to help investigate your complaint. A copy of our privacy statements is available at <https://www.sholland.gov.uk/article/8626/Service-privacy-notices> . (This form and the contents will be retained for 7 years after the case has been concluded)
2. It is suggested that you record incidents for a 2 week period and return them to the Housing Services (address at end of form) or email: estatemanagement@sholland.gov.uk

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1. Information to include on the incident diary:
* Date and time (am or pm) of incidents and how long they last.
* Describe what happened and where. A general summary isn’t as useful as a word for word account. For example, it is better to include any swear words, than to say ‘he used abusive language’. Please log Police incident numbers if they were called.
* Details about the offenders/witnesses (if known) i.e. name, address, description. Please log this on each occasion. If you do now know their full name record their nickname or any identifying characteristics e.g. hairstyle, clothing.
* Each time something happens make a new entry in the diary.
* You should only record incidents that impact you. You should not write down something that someone else has witnessed.

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| **Date, time started and finished** | **What happened and where?** **(if reported to the Police include incident number details)** | **How are you affected?** | **Details of alleged offenders or witnesses if appropriate** | **Noise App (please tick)** |
| *e.g.* *30.01.23**1.30am to 1.45am* | *Loud music and shouting coming from next door.**Police incident number: 123 15.02.2020* | *It woke me up and I couldn’t get back sleep.* | *Mr and Mrs Noisy, 25 Next Street.**Neighbour at 27 said they heard the music* |  ✓ |
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