



GUIDANCE ON COMPLETION OF ANTI-SOCIAL BEHAVIOUR DIARIES

If action is to be taken to stop anti-social behaviour or other forms of nuisance it is likely that the matter will have to be heard in Court. Whether it is Accord or an individual who takes the action, the Court will want to know who has been affected by the anti-social behaviour and will ask for details of each occasion they have been disturbed. It is therefore very important that an accurate, detailed record is kept of the anti-social behaviour. If there are any mistakes in the record the Court will question the whole of the evidence in your diary.

Guidance notes are given below on how to complete each column of the diary. Please contact your Housing Officer if you require further assistance.

DATE

Put the date when the anti-social behaviour happened here

TIME ANTI-SOCIAL BEHAVIOUR STARTED/FINISHED

Remember to put the time either as am/pm or as the 24 hour clock. e.g. 5pm or 17.00 hours

WHERE WERE YOU WHEN YOU WERE BEING DISTURBED?

e.g. bedroom, lounge, kitchen, garden etc.

WHERE WAS THE ANTI-SOCIAL BEHAVIOUR COMING FROM?

It is very important to know where the nuisance is coming from. This can be difficult when the disturbance is from a flat, as sound can travel through several floors. It is important, therefore, that you find out where the disturbance is coming from while it is happening.

WHAT SORT OF ANTI-SOCIAL BEHAVIOUR IS IT?

The Court will want to know what type of behaviour it is, e.g. loud music, drums, shouting, machinery, threats. If conversation was heard, what exactly was being said? You may find bad language offensive but it is important you record what you hear as clearly as possible.

IN WHAT WAY DID IT DISTURB YOU?

It is very important that you state clearly what happened and the disturbance it caused you.

For music etc. this could include “words of song could be heard clearly, loud thumping bass, so loud that I could not hold a conversation without raising my voice, could not hear my TV, disturbed my sleep”. Anything that in your own words would give an indication as to the level of the disturbance.

However, please do not exaggerate the level as this will not help your case.

WHO WAS THE PERSON ACTING IN AN ANTI-SOCIAL MANNER?

If you know the name of the person causing the disturbance please enter their name.

NAMES OF OTHER WITNESSES TO THE ANTI-SOCIAL BEHAVIOUR

If anyone else heard or saw what happened and would be willing to give support to your case then please record their name and address. It is important that they make a separate record at the time of the anti-social behaviour of what they heard/saw as it is difficult to remember dates and times some months after an event.