**Your Nuisance Diary**
**PLEASE READ THE FOLLOWING GUIDANCE CAREFULLY**

1. It is possible that the information you provide to us could be used in legal action by the council.

2. Your diary may be used as evidence in any court proceedings. In such circumstances, the details you provide may be disclosed to a third party including the person(s) you have complained about. However, signatures and telephone numbers will not be disclosed.

3. Be aware that the council may be required to disclose your diary to other statutory agencies (e.g. police, social services and H.M. Revenue & Customs) for the prevention of crime and disorder.

4. Your diary will be used to assess your complaint and should therefore contain as much detail as possible. Each incident that troubles you should be recorded on a separate line

5. You should include the start and finish times of each incident.

6. You should identify the way in which the incident affects your normal activities. It is better if this is related to an easily recognisable activity in which you are trying to engage at the time of each incidence (see the example on the first diary sheet).

7. You should sign each page.

8. Please be aware that the record sheet carries a declaration of the accuracy of the records kept, which must be signed, and that such records may be presented as evidence if legal action is taken against any persons causing a nuisance.

9. If you have any queries about how to fill in the record sheets, please contact the investigating officer.

**** PLEASE RETURN YOUR DIARY – WE CANNOT PROGRESS YOUR CASE WITHOUT IT ****

Need a new diary? – Download one today from our website:https://www.newcastle-staffs.gov.uk/downloads/download/491/nuisance-diary

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****RESTRICTED – ONCE COMPLETE****

**Criminal Justice Act 1967 s9; Magistrates Court Act 1980 s.5A(3)(a) and 5B Criminal Procedure Rules 2005 p27**

Statement of (full name) _____ X Age if under 21 _____ X (if over 21 insert "over 21")

This statement (consisting of _____ X pages, signed by me, is true to the best of my knowledge and belief and I make it knowing that, If it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Dated the _____ X day of _____ x 20 _____ X (Signature) _____ X

# DIARY OF DISTURBANCES (WEB VERSION)

| Date of Issue<br><br>WEB | **Please Return Your Diary To:**<br>Environmental_Health@newcastle-staffs.gov.uk | Your Unique Complaint Number (see your complaint email) | The address you are complaining about |
|---|---|---|---|

| **Date** | **Time Started** | **Time Ceased** | **Duration Hours/Minutes** | **Rooms / Area Affected** | **Nature of nuisance** | **Describe How You Were Disturbed and How This Made You Feel** | **Intensity rating 1-10** (1 being acceptable 10 being totally unacceptable) |
|---|---|---|---|---|---|---|---|
| *Example 12/07/08* | *6:10pm* | *8:45pm* | *2:35* | *Living Room, Bedroom* | *Loud Amplified Music + Shouting* | *Unable to relax or watch TV – Felt Uncomfortable. Noise woke me up and had to close windows and move room* | *8* |
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**Person(s) completing diary**

Name: _____

Signature: _____

Address: _____

Email Tel No: _____

**Neighbour / Witness Verifying Disturbance**

Name: _____

Signature: _____

Address: _____

Email Tel No: _____

**Note:**
Any neighbour/witness, if relevant, should sign their initials against the particular disturbances verified.
This form may be used as an exhibit appended to a section 9 witness statement.
A witness may be required to attend court and give evidence under oath.

**** PLEASE RETURN YOUR DIARY – WE CANNOT PROGRESS YOUR CASE WITHOUT IT ****

****RESTRICTED – ONCE COMPLETE****

Statement of (full name)_____Continued. Page: ___of___ Your Unique Complaint Number: _____

| Date | Time Started | Time Ceased | Duration Hours/Minutes | Rooms Affected | Nature of nuisance | Describe How You Were Disturbed and How This Made You Feel | Intensity rating 1-10 (1 being acceptable 10 being totally unacceptable) |
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Signature:_____ (Person keeping the diary)

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