

Anti-social Behaviour



Incident Diary

Your Name.....

Your Address.....

.....

.....

.....

Your Phone Number.....



Spelthorne Safer Stronger Partnership

*In partnership with Spelthorne Borough Council, Surrey County Council,
Surrey Police, North Surrey PCT, Surrey Drug Action Team*

Spelthorne Borough Council • Knowle Green • Staines • Middlesex • TW18 1XB

Anti-social Behaviour Incident Diary

Spelthorne Safer Stronger Partnership

When to use an Incident Diary

If a neighbour's behaviour is anti-social and talking calmly to them has not sorted out the problem, then it may be possible that Spelthorne Borough Council can help you. Use this diary to record everything that happens.

Your Personal Record

Only write down what you see or hear, not what anyone else has witnessed.

If you are frightened and fear that you may be verbally or physically abused, you can complete the diary without naming yourself. Although it is possible for the Police and others to give evidence about such behaviour, the best evidence usually comes from yourself who witnessed the incident.

Date and Time

You should fill in one sheet per incident as soon as possible after it happens. Make a note of the date and time of any incidents. If you are disturbed by noise nuisance, such as loud music, make a note of the time the music starts and stops.

Details

Write down everything you know about the incident. For example, if the nuisance is the revving of a car engine, say how many times and how frequently. If it is shouting list how many people are involved and, word-for-word, what is said.

In most cases it will be close to your home. However, it may be that nuisance occurs whilst you are in a communal area. In some circumstances you may have a problem with the person behaving anti-socially in the street.

People

Try to identify the people involved in each incident. Write down any names they are known as and their characteristics: clothing, hairstyle etc.

Note the name of any other people who witness the incident. If the incident is serious, or is disputed, the witness may be asked to give evidence. If you are including this witness information then you should obtain their permission to include their details.

Other Evidence

If you called the police, council or Housing Association record this and any other details, such as an incident number, in the diary. Photographs can be helpful – add the time and date on the back of the photograph. For noise a tape recording is useful.

Complete the Diary

Once you have completed any sheets pass them to your local Police Neighbourhood Specialist Officer or the Anti-social Behaviour Officer as appropriate. They will look at any complaints recorded and then make a decision on whether there is sufficient evidence to take action against the offender(s).

For further information and advice on anti-social behaviour in Spelthorne contact the Anti-social Behaviour Officer – phone 01784 446322.

IN AN EMERGENCY ALWAYS PHONE 999

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Date and Time of incident Date.....Time start.....Time finished.....
Where did it happen? Indoor/outdoor (delete as appropriate) Address (if different from your own address)
Who did it and who else was involved? Name and address of person(s) responsible, and their characteristics.
What happened? What you saw and heard.
Any other information How has it affected you? Did you report it to anyone? Who else witnessed it?
Your signature <i>I believe that the information I have given above is a true description of what I saw or heard (or both).</i> Signature..... Print Name.....Date.....

Please note that if your diary is used in court you must provide a true statement.

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