

**Tackling
Anti-social
Behaviour**

INCIDENT DIARY

For you to fill in

Your full name:.....

Your address:.....

.....Post code:.....

Telephone:.....

For Housing Team to complete

ASB Ref No.: _____ Diary No. _____

Diary issued (date):/...../.....

First Complaint (date):/...../.....

Last Complaint (date):/...../.....

Once the Incident diary is completed please contact your Community Housing Officer/Anti-Social Behaviour Officer :..... on Tel:.....

If necessary you will be issued with another Incident diary.

GUIDANCE NOTES

THE IMPORTANCE OF THE INCIDENT DIARY

ANTI-SOCIAL BEHAVIOUR is an activity, which is un-neighbourly and causes a nuisance to those nearby.

Many neighbour disputes can be sorted out by talking calmly with the other person. Hillingdon Homes want to take action quickly if this approach fails, or someone's behaviour is very anti social. We can only really take action against those who cause anti social behaviour if we have evidence.

YOU CAN HELP by keeping a diary of everything that happens. We can solve most disputes without taking legal action but if the situation is bad enough we will use all the means available including taking legal action. The incident diary is useful evidence but if we take legal action we need a carefully written down description of every incident. A court will only accept this incident diary if it is written in a certain way. **Please make sure you keep to these four simple rules.**

How to keep the diary

1. The diary is **your own** personal record of what you see or hear. You cannot write down something that other people (including your wife or husband or partner) have witnessed. **They must record it in their own diary.**
2. You must fill in the diary **as soon as possible** while the incident is fresh in your mind. Do it on the same day if you can. If you leave it much longer it may not be acceptable evidence.
3. **Fill in one diary sheet for each separate incident** (there are 2 sides to each diary and 5 diaries per booklet). If there is a second incident on the same day or night, start a new sheet. Put your signature and date at the bottom of each sheet.
4. **Write down everything** you see and hear in as much detail as possible. A general summary will not be taken as seriously by the court as word for word evidence. So you will have to include swear words where they are used. You will see in the example sheet (which shows you how to fill in the diary) that swear words have been written in full. This is much more effective than 'he used abusive language'. We apologise if you find this upsetting but if we do have to take legal action and go to court you will have to do the same in court to support your evidence.

Other Evidence

It is a good idea to collect other evidence to back up the diary. Photographs can help in some cases – car repair, overgrown gardens, graffiti etc. Describe the location and put the date and time the photo was taken on the back and sign it. You could make a tape recording of very loud music or shouting and again you would need to describe the location and put the date and time and your signature on a label on the tape.

*Speak to your Housing Officer or Anti-Social Behaviour Officer if you need help.
Thank you for your co-operation.*

This diary sheet is for one incident only. If there is a second incident on the same day or night, start a new diary sheet.

When did the incident happen?

Date of incident (if overnight write both dates e.g. 12/13 June 2003)

Time of incident (cross out am or pm)

Day *7th/8th* Month *August* Year *2003* Start: *11.30* ~~am~~/pm Finish: *1.45* ~~am~~/pm

Where did it happen?

(put the address where the incident happened - not your own address, unless it is the same).

House/flat number: *25* Road: *Chipstead Walk* Outside/Inside?
Outside

Who did it, or who was involved?

(put the name and address of the person or people responsible. If you don't know write 'don't know')

Mark Glover, 25 Chipstead Walk

What happened?

(Write down exactly what you saw and heard. If someone else saw or heard other things they must fill in their own diary. Put all the words in full, including specific swear words. If you make a mistake put a line through the word and continue..)

I heard banging and shouting outside. I looked out of my kitchen window and saw Mark Glover, who lives at number 25 banging and kicking his front door. He was shouting to the person inside to open the door. ~~Then he~~ At one point he shouted very loudly "open the door or your dead". A woman inside kept screaming "go away". He picked up a brick and threw it at the hall window. The window smashed and he tried to get in. Kevin my son called the police who arrived and took ~~him~~ Mark Glover away.

Continue on the back page if you need to

Any witnesses?

(Did anyone else see or hear the incident. Write down their name(s) and address(s).

Have they filled in their own diary form? Yes / ~~No~~

Mrs Mason from 22 Chipstead Walk and my son Kevin Morris 27 Chipstead Walk.

Have you reported it?

(Have you told organisations like the police, the local housing team, social services. If so write down who you spoke to and where and when you made the report. (if you have reported it to the police, write down the officer's name and crime number if there is one)

My son phoned the police - 999. Pc (6758 XH) Richardson from Hayes police station came to the house and I made a statement.

How has it affected you?

(Write down the way the incident has made you feel. Include its effect on people who live with you. For instance has it stopped you sleeping, frightened your children etc. Are you more affected because of age or ill health?)

The incident is typical of Mr Glovers behaviour. There have been things like this going on every weekend for the last 7 - 8 weeks (see previous diaries). My children who are 6 and 8 are woken up regularly. They are getting unsettled. I am on sleeping tablets because of the noise and upset.

Other Information

(Use this box to put down anything that won't fit in other boxes or to record anything else that may be relevant).

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Your signature

I believe that the information I have given above is a true description of what I saw and/or heard

Signed: *Margaret Morris*

Date: *09 / 08 / 20*

INCIDENT DIARY

ASB10

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