

Please give us your details

Your name

Your address

To be completed by Equity

Diary number (please tick)

1 2 3 Other

First complaint date

Review date

Date diary issued

Name of Officer dealing
with case

Case reference

How To Keep The Anti-social Behaviour Diary

We can resolve most disputes without taking any serious action. However if the complaints are consistent or indeed in some situations severe we will use the law to force the perpetrator to stop. To take legal action we need a carefully written description of every incident.

Do

- ✓ Keep this document safe, it is very important.
- ✓ Ensure this diary is your own personal record of what you see or hear. You can't record an incident that other people (including your wife, husband or partner) have witnessed. They must get their own diary.
- ✓ Fill in one form for each incident. If there is a second incident on the same day or night, start a new form. Put your signature and the date at the bottom of each form.
- ✓ Write down everything you see and hear in as much detail as possible - for court purposes we need a description of the incident. You will see in the example sheet, which shows you how to fill in the diary, that we have written swear words in full. We are aware that this may be upsetting, however this is the most effective way of presenting the seriousness of the incident to the court.

Other evidence

It's a good idea to collect other evidence to back up the diary. Photographs can help in some cases. Put the time and date the photo was taken on the back and sign it. You could email a tape recording of very loud music or shouting. Should you need any help or further advice regarding this please contact the Officer managing the case or the Anti Social Behaviour Team on **0161 486 7765** or **0300 123 4460** if you need any help.

Other evidence

MyEquity www.equityhousing.co.uk/my-equity

Email: asb@equityhousing.co.uk

Website: www.equityhousing.co.uk

Phone: **Customer Solutions Team on 0300 123 4460 or the ASB Hotline 0161 486 7765**

ASB Incident

This sheet is for you to detail about one incident only. If there is a second incident on the same day or night, then please record on a new sheet.

When did the incident happen? (If overnight write both dates e.g. 12/13th March 2016) Date

Please put am or pm Time started Time finished

The address where the incident happened (not your own address, unless it's the same) House/flat number Road Inside/Outside

Who is responsible or who was involved? If you know them, put the name and address of the person responsible. If you know any way of identifying them such as a nickname, write it here.

What happened? Write exactly what you saw and heard. If someone else witnessed the incident or heard things they must fill in their own diary. Put all words in full, including swear words.

Were there any witnesses? Did anyone else see or hear the incident? If so, write their name(s) and address(es)

Have they filled in their own diary sheet? (Yes or No):

Have you reported it? Have you reported the incident to the Police or social services? If so, write down who you spoke to and where and when you made the report. If you reported it to the police, put the officer's number and crime number here.

How has this affected you? Write down the way the incident has made you, and the people who live with you, feel. For example, has it stopped you sleeping or frightened your children? Are you more affected because of age or ill health?

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

Signed Print Name Date

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