



## Diary sheet for recording nuisance

This diary sheet allows you to keep a record of repeated nuisance such as unreasonable noise.

Please make the diary as useful as possible by following these points:

- Make sure that the diary sheets are completed fully and factually as they may be used as evidence in court at a later date
- This diary is your own personal record of what **you** hear or see. Do not write down something that anyone else (including your wife, husband or partner) has witnessed. They would need to complete their own diary sheet
- Fill in the diary while the incident is still fresh in your mind – on the same day if you can
- Try to identify people involved on each occasion, including other witnesses. If you don't know the full name of the people you are making a report about, but know their nickname, or they have any identifying characteristics, please note them down
- Other evidence such as a sound recording or photo can also help in a case. To record noise you could use the Noise App for mobile devices, available free at [www.thenoiseapp.com](http://www.thenoiseapp.com)
- It is essential that the details entered are accurate. If you make a mistake just cross through it and initial it
- Describe how the incident affected you, and only you. Don't record incidents that have happened to someone else, or that you have heard about but did not experience
- Always sign and date the diary sheet. If you use more than one sheet, please number them 1, 2, 3, 4 etc. and sign and date each one.

**Please return the completed diary sheet(s) to us within one week of the incident(s):**

MTVH, PO Box 11026, Nottingham NG9 9JR [contactus@mtvh.co.uk](mailto:contactus@mtvh.co.uk)

### Your Details

|                         |                                       |
|-------------------------|---------------------------------------|
| <b>Name</b>             | <b>Address</b>                        |
| <b>Telephone number</b> | <b>Tenancy address (if different)</b> |

|                   |             |                     |
|-------------------|-------------|---------------------|
| <b>OFFICE USE</b> | <b>Date</b> | <b>ASB Case Ref</b> |
|-------------------|-------------|---------------------|

## Diary sheet for noise / other nuisance

| Date | Start time | Finish time | Details of incident:<br>What happened? (e.g. loud music played)<br>Where did it happen? Who was involved? | How did it affect you?<br>(e.g. upset; lost sleep) | Action taken (e.g. used ear plugs; reported it to the local council) |
|------|------------|-------------|---|--|--|
|      |            |             |   |  |  |
|      |            |             |   |  |  |
|      |            |             |   |  |  |
|      |            |             |   |  |  |

I certify that the information I have given above is true and accurate

Full name..... Signed..... Date.....

|            |      |              |
|------------|------|--------------|
| OFFICE USE | Date | ASB Case Ref |
|------------|------|--------------|