

**Anti-Social Behaviour Incident Diary**

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| **Case Officer:** |  |
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| **Contact No:** | **0800 633 55 00 – free from a landline or 03001110000 –local rate from a mobile** |
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| **CCTV:** | **0161-946-9501** |
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| **Please return to:** |  |

**Please complete with your details**

**Name:**

**Address:**

**Contact No.:**

Many neighbour disputes can be sorted out by talking calmly with the other person. At Wythenshawe Community Housing Group we will take action quickly if this approach fails or if someone’s behaviour is very anti-social. We can only act against culprits if we have evidence. You can help by keeping a diary of everything that happens. Make sure that you keep to these four simple rules:

**How to Keep the Diary**

We can solve most disputes without taking serious action, but if the situation is bad enough, we will use the law to force the culprits to stop, or even to evict them. To take legal action we need a carefully written-down description of every incident. A court will only accept this incident diary if it’s written in a certain way.

1. This diary is your own personal record of what you see or hear. You can’t write down something that other people (including your partner) have witnessed. They must write their own diary.
2. You must fill in the diary as soon as possible while the incident is still fresh in your mind. Do it on the same day if you can.
3. Fill in one form for each separate incident. If there is a second incident on the same day or night, start a new form.
4. Write down everything you see and hear in as much detail as possible. A general summery isn’t taken as seriously by the court as word-for-word evidence. So you’ll have to include swear words. This is much more effective than “he used abusive language”. We’re sorry if this is upsetting, but you’ll have to do the same if the case is going to stand up in court.

**Other Evidence**

Put the time and date the photo was taken on the back and sign it. You could make a recording of very loud music or shouting. Speak to an anti-social behaviour coordinator if you need help.

Submit your incident diary sheets when you want further action taken. If you think the incident is serious, submit the incident diary in a soon as possible. If you are not sure, speak to an anti-social behaviour coordinator.

Everything you write will be treated in the strictest confidence, but you need to understand that if a civil or criminal court case follows, this diary may become evidence.

Although it is our intention to stop any nuisance before it is necessary to go to Court, if we do reach this stage, we will contact you again to ask if you are willing to be a witness. This diary is your personal record of what you see or hear. You should write down things other people have told you about, and if you know someone who would like to help, we can send him or her their own diary to complete.

Write down the date and time of each incident. Be as accurate as possible, but do not guess. It is better to write down an approximate time, than to guess and get it wrong.

Write down the names of anyone involved in the incidents. If you do not know them, a description will help. Do not make assumptions. It is better to record that you could not identify the person rather than get it wrong.

If you take photographs or video any incident, record this on your diary sheet.

It is important that you return your diary to us. If we do not hear from you, we will assume you have nothing to report.

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

By signing this form you are giving us consent to collect, store, and use your sensitive personal data only for the purposes outlined above. If the person named on the form is a minor or incapable, this form may be signed by a parent, guardian, or legally empowered 3rd party.

The personal information you have provided will be processed in accordance with the General Data Protection Regulation. For further information, write to Data Protection Officer, Wythenshawe House, 8 Poundswick Lane, Wythenshawe, Manchester M22 9TA or see our Privacy Notice on our website: https://www.wchg.org.uk

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| **Tackling Anti-Social Behaviour INCIDENT DIARY** |
| **Please complete one incident in the section below.**  If there is a second incident on the same day or night, please complete a new section. |
| **Date:       Time from:       To** |
| **Where did the incident happen?**  Write the address or location of where the incident occurred. |
| **Who did it, or who was involved?**  Put the name and address of the person/people responsible. If you do not know who they are, give a description including any distinguishing features or clothing. |
| **Incident Details / What happened?**  Write down exactly what you saw and heard. |
| **How did this affect you?**  Write down the way the incident has made you feel include its effect on the people you live with e.g. stopped you sleeping, frightened your children etc. |
| **Signed:       Date:** |

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