

## Completing a Nuisance Diary Sheet

### Why do I need to fill in a diary sheet?

It is important that an accurate record of the noise nuisance is kept. If necessary, it provides evidence in court that a nuisance is occurring. Also, if the Council is to investigate it gives us an idea of the best days and times to visit in order to witness the problem.

Don't worry if you have difficulty in writing, or if there is some other reason why you can't fill one in. There may be other things we can do to get the information needed.

### Recording information on the sheet

Since the nuisance diary sheet may be used in Court you should not be tempted, no matter how upset you are, to exaggerate the truth when you fill it in.

Enter the address where the nuisance is coming from. If nuisance from more than one address affects you then you need to fill in separate sheets for each address.

If the diary sheet is to be used in Court it is important that you enter any details at, or soon after, the time you witness the nuisance.

Enter the date that the nuisance occurs, together with the time it started and stopped. Use either am / pm after the times, or the 24 hour clock.

Describe the nuisance in as much detail as possible. For example:

- The type of nuisance – barking dog, amplified music etc
- How it affected you – it woke me up, I could not hear my television, it was so loud I could not read my book etc

An example of an entry in the diary sheet is shown below:

Date	Start Time	Finish Time	Type of Noise	How It Affects You
9/3/06	18.15	19.20	Pop music	Could hear the words of some songs. Was louder than my TV and I could hear the thump thump of the base.

13/3/06	7am	8am	Barking Dog – Alsatian	The dog barked for 2-3 minutes approx every 10 minutes. It woke me up.
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Always complete the nuisance diary sheet yourself. If more than one person in your house is keeping a record, then each use a separate sheet.

Finally write your full name and address at the top of the sheet. Then, at the bottom of the sheet sign and date it.

After completing the sheet, if this is something you want us to investigate you should return it to the address shown below within 28 days of your request. Alternatively, you can use it to take your own legal action.

### **Contacting us**

If you would like more information you can contact us by:

**Writing to:** Environmental Health Department, Town Hall, Lancaster Road, Preston PR1 2RL

**Phoning:** 01772 906907

**Emailing:** [info@preston.gov.uk](mailto:info@preston.gov.uk)