



## Guidance for Completing your Noise Nuisance Diary

You must use the record sheets to record the details of the noise nuisances.

You must complete the diary sheet yourself. Write directly onto the record sheet at the time you are suffering the alleged nuisance.

Remember to record all dates accurately. In the date column, note down the day, month and year.

When filling in the form, remember to be as accurate as possible and show which part of the day it occurred. If you use the 12 hour clock, remember to state am or pm. DO NOT write general phrases such as "Every Day".

It is very important that when you give a description of how it affects you, you state clearly the type of noise. For example, "Barking Dog" or "Loud Music". It is just as important to give a detailed description of how the nuisance affects you, i.e. "Could hear the words of the song", "Was louder than my TV", "The dog barked for 2-3 minutes approx every 10 minutes, it woke me up".

After completing the sheet, if this is something you want us to investigate you should return it to the address shown below as soon as possible and at the latest within 28 days of you requesting our help. **Please note you do not need to complete all the sheet or wait for 28 days before sending evidence to us**. You can send us partial sheets and request additional sheets to continue recording incidents.

Alternatively, you may choose to use your records to take your own legal action.

### Your Details

APP Reference :

### All completed forms must be returned

Name

Address

Town

Postcode

Phone

Mobile

Email

Email to: [info@preston.gov.uk](mailto:info@preston.gov.uk)

or, post to: **Environmental  
Protection, Environmental Health,  
Town Hall, Lancaster Road,  
Preston, PR1 2RL**

**Name and address of occupiers being complained about (if known):**

Name

Address

Town

Postcode

DATE	START TIME	FINISH TIME	TYPE OF NOISE	WHERE WAS IT HEARD?	HOW DOES IT AFFECT YOU?