

Anti-Social Behaviour Incident Diary

This is a record of the ASB that is alleged to have occurred from

(date of first entry)

to

(date of last entry)

Diary sheets to be returned by (date)

Name:

Address:

Telephone No:

Email:

I understand that this statement may be produced as evidence in the County Court if it becomes necessary for Cannock Chase Council to commence legal proceedings.

Signed

 Date:

Guidance on using this diary

Who should fill in this diary?

Use this diary to record any Anti social behaviour that you witness first hand. Do not fill in this diary on anybody else's behalf -they should keep their own record of any anti social behaviour that they witness. Only write down what you see or hear, not what anyone else has witnessed. The only conditions where it is acceptable to complete a report on somebody else's behalf is if the account is from a child, an individual who's first language is not English or if somebody is unable to write.

If you are frightened and fear that you may be verbally or physically abused, you can complete the diary without naming yourself. Although it is possible for the Police and others to give evidence about such behaviour, the best evidence usually comes from yourself who witnessed the incident.

When should this diary be filled in?

You should fill in one sheet per incident as soon as possible after it happens (always the same day if possible, so that the events are fresh in your mind). Make a note of the date and time of any incidents. If you are disturbed by noise nuisance, such as loud music, make a note of the time the music starts and stops. Fill in one separate form for each incident that you witness.

How much detail should I include?

Write down everything you know about the incident in as much detail as possible. For example, if the nuisance is the revving of a car engine, say how many times and how frequently. If it is shouting, list how many people are involved and, word-for-word, what is said. (This may include detailing exact language that you would not choose to use yourself). Try to identify the people involved in each incident. Write down any names and addresses that are known and their characteristics: clothing, hairstyle etc. Note the name of any other people who witness the incident. If the incident is serious, or is disputed, the witness may be asked to give evidence. If you are including this witness information then you should obtain their permission to include their details.

What other information is important?

If you reported the incident to any other agency such as the police, council or a housing association, record this and any other details, such as an incident number, in the diary. Photographs can be helpful - add the time and date on the back of the photograph. For noise, a tape recording is useful.

Cannock Chase Council owns, manages, and improves its Housing Stock of 5,164 properties and delivers a dedicated Housing Management Service in relation to dealing with incidents of Anti-Social Behaviour (ASB) and are responsible for delivering a service with regard to how the Council responds to complaints about ASB.

As part of Cannock Chase Community Partnership we work in compliance with the Housing Act 1996, the Crime and Disorder Act 1998, the Anti-Social Behaviour Act 2003 and the Anti-Social Behaviour Crime Policing Act 2014 with the aim to reduce ASB, build stronger communities, in which the quality of life of people will be improved, making Cannock Chase a safer place to live, work and visit.

Anti-Social Behaviour Incident Diary

Please note that if your diary is to be used in court, it must provide a true statement.

Date and Time of incident:

Date: Time start: Time finished:

Where did it happen? (Specific address/location, Indoors/outdoors)

Who did it and who else was involved? (Name and address of person(s) responsible if possible/their characteristics)

What happened? (What you saw and/or heard -include facts and as much detail as possible)

Details of any other witnesses:

Authorities you have reported the incident to (please give details of when reported, names of those spoken to if known and any codes you were assigned)

How has the incident affected you? (be as factual as possible, giving both short term and suspected long term effects)

Any other information:

Your signature

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

Signature: _____ Print Name: _____ Date: _____

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How we use your personal information

The information provided will be used by Cannock Chase Council, who are the data controller, to allow us to administer and manage your tenancy. We will only share your information when necessary, with other departments such as Housing benefits, Council Tax, Environmental Health and external agencies such as Social Services, Staffordshire Police, NHS Choices, or where the law requires or allows us to. For further information please see www.cannockchasedc.gov.uk/PrivacyNotice

Data Matching

Cannock Chase Council are under a duty to protect public funds and, to this end we may use the information held or provided by you for the prevention and detection of fraud. We may also share this information with other bodies including credit reference agencies, for these purposes and also for the administration and collection of taxes and charges and for performing other statutory enforcement duties.

Tenants are reminded of the conditions detailed in Sections 3.1 and 3.6 of CCDC's Tenancy Agreement which states 'You agree to live in your home as your only or main home and keep it secure', 'You agree not to part with possession of or sub-let the whole of your home'. Tenants found breaching these conditions may be prosecuted under the Prevention of Social Housing Fraud Act 2013.

This leaflet can be provided in Braille, on audio cassette tape/disk, large print and in the following languages on request to Cannock Chase Council on 01543 462621.

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Cannock Chase Council

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Email: customerservices@cannockchasedc.gov.uk

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