**NORTH HERTFORDSHIRE DISTRICT COUNCIL – HOUSING & PUBLIC PROTECTION SERVICE**

**SMOKE NUISANCE RECORD SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name of person(s) responsible for the nuisance: |  |
| Address: |  | Address complained of: |  |

It is vital that you keep accurate details of both when the smoke starts and stops. Without accurate information this Council will be unable to proceed with your complaint.

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| --- | --- | --- | --- | --- | --- |
| **Date (DD/MM/YY)** | **Day of the week** | **Time smoke started****(24-hour clock)** | **Time smoke stopped****(24-hour clock)** | **Wind direction/strength** | **What did this smoke prevent you from doing?** |
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I confirm that this is a true and accurate record and I am aware that, if it is tendered in evidence, I shall be liable for prosecution if I have wilfully stated anything I know to be false or do not believe to be true. I am prepared to give evidence in a court of law.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If submitting this electronically please type full name or use an electronic signature)

You can add this nuisance record sheet as an attachment when you submit your smoke complaint to the Council at the following web address:

 <https://northhertfordshire-self.achieveservice.com/fillform.php?self=1&form_id=hJbR6mXKGqx&1>

Alternatively you can post it to: Housing and Public Protection Service, North Hertfordshire District Council, PO Box 10613, NG6 6DW