

## Why fill out diary sheets ?

A Court will normally expect to see a written account of how the use of your property has been affected by the nuisance from another property. This record will allow the Court to form an opinion on the severity of the problem you are experiencing. Each sheet is effectively an individual witness statement and you are required to sign a statement that it is truthful, accurate and that you are prepared to give supporting evidence in Court. It is essential, therefore, that you take care when completing them.

Accurate nuisance record sheets will also be very valuable to the investigating officer as he/she will be able to plan the investigation into your case more effectively.

## Completing nuisance record sheets – do's and don'ts

Nuisance record sheets are an essential 'building block' of most complaint investigations and therefore it is important that they are thoroughly and accurately completed. Very often the Council receives nuisance record sheets that are poorly completed and cannot be used in a nuisance investigation.

The following provide guidance on how best to complete nuisance record sheets:

<b>DOs</b>	<b>DON'Ts</b>
√ Complete a record at the time the nuisance occurs	<b>X</b> Use offensive language (eg racist or sexist comments)
√ Complete all sheets in either blue or black pen, not pencil	<b>X</b> Exaggerate the problem
√ Sign and date each sheet immediately once it is completed	<b>X</b> Combine evidence from two or more witnesses on the same sheet
√ Be as accurate as possible	<b>X</b> Transfer evidence to the nuisance record sheet from notebooks, scraps of paper, etc.
√ Each sheet should be completed by one person only	<b>X</b> Record non-nuisance related issues
√ Fill in each and every column	
√ Use the 24 hour clock to record start & stop times	
√ Be sure that the address of the source of the nuisance is correct	
√ Keep a copy of completed nuisance record sheets	
√ Write clearly, if need be in capital letters	
√ If you go out during an episode of the nuisance, note the time of your departure on the record sheet	