

Tackling Anti-Social Behaviour Incident Diary

Please return to
Officer: _____
Elizabeth House
Walpole Loke
Dereham
NR19 1EE

For you to fill in

Your Full name: _____

Your Address: _____

Telephone Number: _____

Email: _____

Is your home:

Private owned **Y/N** rented from Housing Association **Y/N**

Private rented **Y/N**

Other (please state): _____

For officer to fill in

Diary Issue date: _____

Case reference number: _____

Diary to be returned to address in top right corner within 28 days of date of issue.



Breckland Operational Partnership

Breckland District Council and Norfolk Constabulary working together to address crime and anti social behaviour

'The information contained in this book relating to any individual is exempt under the Data Protection Act 1998 from being disclosed to them as it is likely to affect the way in which crime is detected or prevented, or the catching or prosecution of offenders'

Tackling Anti-Social Behaviour Incident Diary

Please note: information supplied may be shared with other relevant agencies and authorities for the purpose of addressing anti-social behaviour.

'Everyone has the right to enjoy life in their own way as long as they don't upset people living near them.'

Many neighbour disputes can be sorted out by talking calmly with the other person. But Multi Agencies will take action quickly if this approach fails or if someone's behaviour is very anti-social. We can only act against culprits if we have evidence. You can help by keeping a diary of everything that happens. Make sure you keep to these four simple rules:

How to keep a diary

1. We can solve most disputes without taking serious action. But if the situation is bad enough, we will use the law to force the culprits to stop, or even to evict them. To take legal action we need a carefully written-down description of every incident. A court will only accept this incident diary if it's written in a certain way.
2. This diary is your own personal record of what you see or hear. You can't write down something that other people (including your wife, husband or partner) have witnessed. They must get their own diary - or you can give them one of the tear-off sheets at the back of this diary (called Witness Reports).
3. You must fill in the diary as soon as possible while the incident is fresh in your mind. Do it on the same day if you can. If you leave it much longer a court might not accept it.
4. Fill in one form for each separate incident. If there is a second incident on the same day or night, start a new form. Put your signature and the date at the bottom of each form.
5. Write down everything you see and hear in as much detail as possible. A general summary isn't taken as seriously by the court as word-for-word evidence. So you'll have to include swear words. You'll see in the example sheet (which shows you how to fill in the diary) that we have written swear words in full. This is much more effective than 'he used abusive language'. We're sorry if this is upsetting, but you'll have to do the same if the case is going to stand up in court.

Other evidence

It's a good idea to collect other evidence to back up the diary. Photographs can help in some cases - car repairs, overgrown gardens, graffiti and so on. Put the time and date the photograph was taken on the back and sign it. You could make a tape-recording of very loud music or shouting. Speak to an Anti Social Behaviour officer at your local council or a police officer if you

This form is for information about one incident only, If there is a second incident on the same day or night, start a new form

When did the incident happen?

Date of incident (if overnight write both dates, 12/13 May 2023.)

Day: 12/13 Month: May Year: 2023**Time of incident**

(cross out am or pm)

Start: 11:30 ~~am~~/pm Finish 1:00 am/~~pm~~**Where did it happen?**

Put the address where the incident happened - not your own address, unless it is the same

House/Flat number: 4 Road Tolpuddle Street, Ilford, Essex Inside/Outside: Outside**Who did it, or who was involved?**

Put the name and address of the person or people responsible. If you don't know them write 'don't know'

John Jones 4 Tolpuddle Street, Ilford, Essex**What happened?**Write down exactly what you saw and heard. If someone else saw or heard things they must fill in their own diary or use a tear-off witness report sheet from the back of this diary. Put all words in full, including swear words.

I heard banging and shouting outside. I looked out of my kitchen window and saw John Jones who lives at number 4 banging and kicking at his front door. He was shouting to the person inside to open the door, at one point he shouted very loudly 'open the door or you're fucking dead' A woman inside kept screaming 'go away you bastard'. He picked up a brick and threw at the window. The window smashed and he tried to get in. Kevin, my son, called the police who arrived and took him away.

Continue on the other side of this form if you need to.

Any witnesses?

Did anyone else hear or see the incident?

Put their name(s) and address(es). Have they filled in their own diary sheet YES ☒ NO ☐Mrs White from 6 Tolpuddle Street and my son, Kevin**Have you reported it?**

Have you told organisation like the police, the local housing team, social services. If so write down who you spoke to and where and when you made the report. (If you have reported it to police, put officer's number and crime number if there is one.)

My son call the police. PC Jones (number 657) from Ilford police station came, he wrote it all down**How has it affected you?**

Write down the way the incident has made you feel, Include its effect on people who live with you, for instance has it stopped you sleeping, frightened your children etc. Are you more affected because of age or ill health?

The incident is typical of Mr Jones' behaviour. There have been things like this every weekend for the last 7 or 8 weeks (see previous diaries) My children, who are 6 and 8, are woken up regularly. They are getting unsettled. I am on sleeping tablets because of the noise and upset.

Your signature

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

Signed: Mary Smith Date: 13 May 2023

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Time of incident

(cross out am or pm)

Start: _____ am/pm Finish _____ am/pm

Where did it happen?

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House/Flat number: _____ Road _____ Inside/Outside: _____

Who did it, or who was involved?

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[illegible]

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Name and address of witness

When did the incident happen?

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Time of incident

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Use this side of the form to put down any additional information not on the other sheets.

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Breckland Operational Partnership Team

Breckland District Council and Norfolk Constabulary are under a duty to prevent crime and reduce crime and disorder in the district.