



**Anti-Social  
Behaviour**

**INCIDENT DIARY**

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**For you to fill in:**

**Your full name:** \_\_\_\_\_

\_\_\_\_\_

**Your address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

**For your Neighbourhood Management Officer to fill in**

**Date Complaint received:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Review date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Diary issued (date):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Diary number:** \_\_\_\_\_

**Case reference:** \_\_\_\_\_

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**The design and content of this form is based on the Liverpool Anti-Social Behaviour  
Incident Diary**

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**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 Cosmopolitan Housing Association 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 The Diary**

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.

1. 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).
2. You must fill in the diary **as soon as possible** while the incident is still fresh in your mind. Do it the same day if you can. If you leave it much longer a Court might not accept it.
3. 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.
4. Write down **everything** you see and hear in as much detail as possible. A general summary isn't taken as serious by the Court as word-for-word evidence. So you will 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 down 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 photo was taken on the back and sign it. You could make a tape-recording of very loud music or shouting. Speak to your Neighbourhood Management Officer at Cosmopolitan Housing Association if you need help.

**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 - e.g. 2/3rd January 200( ) **Time of incident** (cross out am or pm)  
day ...../...../..... **month** ..... **year** ..... **start** ..... am/pm **finish** ..... am/pm

**Where did it happen?**  
Put the address where the incident happened - **not** your own address, unless it's the same  
**House/flat number** ..... **road** ..... **outside/inside?** .....

**Who did it, or who was involved?**  
Put the name and address where the incident happened - not your own address, unless it's the same  
.....  
.....  
.....

**What happened?**  
Write down exactly what you saw and heard. If someone else saw or heard other 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.  
.....  
.....  
..... continue on the other side of the form if you need to

**Any witnesses?**  
Did anyone else see or hear the incident. Put their name(s) and address(es). Have they filled in their own diary sheet?  
YES  NO   
.....  
.....

**Have you reported it?**  
Have you told organisations like the Police, your Neighbourhood Management Officer, Social Services. If so write down who you spoke to and, where and when you made the report. (If you have reported it to the Police, put the Officer's number and crime number if there is one).  
.....  
.....

**How has it affected you?**  
Write down the way the incident has made you feel. Include its affect on people who live with you. For instance has it stopped you sleeping, frightened your children and so on. Are you more affected because of your age or ill health?  
.....  
.....

**Your signature:** "I believe that the information I have given above is a true description of what I saw and/or heard":  
**Signed:** ..... **Date:** ...../...../..... **Time:** ..... am/pm

**Use this side of the form to put down anything that won't fit on the front**

A large rectangular area with horizontal dotted lines for writing.

**Your signature:** "I believe that the information I have given above is a true description of what I saw and/or heard":

**Signed:** ..... **Date:** ...../...../..... **Time:** ..... am/pm









Cosmopolitan Housing Association Limited  
Cosmopolitan House  
2 Marybone Liverpool L3 BY

Telephone: 0151 227 3716 Fax: 0151 227 4991

E-mail: [webmaster@cosmopolitanhousing.co.uk](mailto:webmaster@cosmopolitanhousing.co.uk)  
Internet: <http://www.cosmopolitanhousing.co.uk>

# PERSONAL NOTES

A large rectangular area with a solid black border, containing 25 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the page, providing a template for personal notes.

**SPARE INCIDENT DIARY PAGES**

**AND**

**SPARE WITNESS DIARY PAGES**