



## Instructions For Completing The Nuisance Diary Records

Please read and apply the following notes when completing the attached sheet.

- 1 The record sheet with which you have been provided with should be used to enter details of events which have caused **significant disturbance** to you. Please ensure that notes are made at the time of occurrence or shortly afterwards.
- 2 Since the record may have to be presented in **Court as evidence** it should be a statement of fact which is accurate, clearly legible and easily understood.
- 3 Ensure that the **date** is given for each event and if the disturbance commenced before and ceased after midnight that both dates are entered and bracketed together.
- 4 For each event note the **time** that nuisance began and the time that it finished (or when you became aware that it finished).
- 5 Try to be **specific** about the nuisance. For example: A radio playing at no. 7 Church Road, smoke from a bonfire in the rear garden of no. 3 High Street, or a barking dog at no. 5 Station Road.
- 6 A description of the **effect** is most important in enabling a proper judgement of the level of disturbance to which you are subjected. It should be used to indicate what action you had to take to overcome the disturbance or what the disturbance prevented you from doing of what effect it had on subjected individuals.  
Examples: could not sleep, awoke children, had to leave garden and shut windows, left house etc.
- 7 Please remember to enter the initials of the person recording the event. These should correspond to the name (s) entered at the start of the statement.
- 8 Nuisance sheets should contain at least **5 events** however completion of at least one side is needed in most circumstances for adequate assessment by the Officer. **Please bear in mind that records should be returned within two months of issue.**
- 9 Finally please ensure that the **personal details** are completed including the appropriate persons signature and that signatures have been witnessed before submitting the records to the Environmental Health Department. If you have used both sides of the sheet remember to sign both sides. In addition it would be most helpful if you would identify the event which in your opinion caused the greatest disturbance.



REFERENCE NO.....

Statement of (name(s))

.....

Continuation Sheet

DATE	TIME ON/OFF	DESCRIPTION OF PROBLEM	WHAT EFFECT DID THIS HAVE ON YOU?	INITIALS

This statement, consisting of page(s) each signed by me/us\*, is true to the best of my/our knowledge and belief and I/we\* make it knowing, if it is tendered in evidence, I/we\* shall be liable to prosecution if I/we\* wilfully stated in it anything which I/we\* know to be false or do not believe to be true.

\* Delete where applicable

Dated the day of 20

Signed .....

Signature(s) witnessed by: ..... Name .....

Please Return to:

Environmental Protection  
Mendip District Council  
Cannards Grave Road  
Shepton Mallet  
Somerset  
BA4 5BT

Office Use
Complainee Address.....
.....
Reference No.....