

Tameside Council ASB Diary Sheets



Guidance notes

The completion of the diary sheets is very important. It enables valuable information to be gathered about the time, frequency and duration of the incidents and it may reveal a pattern to the incidents, which will help officers verify your complaint. The information may also be used as evidence in any enforcement proceedings and therefore it is vital that the diary sheets are comprehensive, accurate and relevant.

Anti-social behaviour is a problem which affects our communities throughout Tameside. Tameside Council is committed to taking action against perpetrators of anti-social behaviour.

Tameside Council's Anti-social behaviour team will use the Law to force people who engage in serious anti-social behaviour to STOP. To take legal action against subjects we need a carefully written-down description of every incident. This incident diary allows you to keep a record of everything that happens. A Court will only accept this Incident diary if it is written in a certain way. To help you complete the Diary correctly, please make sure that you keep to these four simple rules:

How to Keep the Diary

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.
2. You must fill in the diary as soon as possible while the incident is still fresh in your mind. Do it on the same day if you can.
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 seriously by the Court as word-for-word evidence. So you will have to include swear words. This is much more effective than "he used abusive language". We are sorry if this is upsetting, but you will have to do the same if the matter goes to court.

Your Name:		Your telephone number:	
Your Address:		Your email address:	
Name of the person causing the disruption:		Address of the person causing the disturbance:	

Office use only

ASB Case reference



<u>Date</u>	<u>Time started</u>	<u>Time ceased</u>	<u>Nature of the incident</u>	<u>Describe how this affected you</u>

Office use only

ASB Case reference



<u>Date</u>	<u>Time started</u>	<u>Time ceased</u>	<u>Nature of the incident</u>	<u>Describe how this affected you</u>

What happens next?

Once completed please return to: Anti-social Behaviour Team | Tame Street Depot | Tame Street | Stalybridge | Tameside | SK15 1ST

Or email ASB@Tameside.gov.uk

Once we have received your diary sheets we will investigate the complaints and try to resolve the situation to your satisfaction. We may need to gather further evidence, this will be discussed with you during the investigation.

By filling in this diary sheet you agree to the information you provide being shared with other parties in order to carry out our investigation fully. The alleged perpetrator will also be notified at this point that there is an investigation on-going regarding complaints about them.

As use of home CCTV systems has increased the Surveillance Camera Commissioner has issued guidance on how to make responsible use of such systems. We strongly recommend that you read the guidance issued by the Information Commissioners Office, which is available at: www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property/domestic-cctv-using-cctv-systems-on-your-property.

Tameside Council will not accept CCTV footage which is solely covering another resident's property.

It may be necessary to keep diary sheets for a considerable period and in many cases, it may be necessary for you to keep ongoing diary sheets until the problem is solved. Even if enforcement action has been taken, problems can recur, and further action may require proof that the problem is continuing. If your complaint is being investigated, you should send your diary sheets to the investigating Officer on a regular basis (**seven to ten days**) so that the situation can be monitored. If we do not hear from you, it will appear that the matter has been resolved, so if incidents continue, please keep in contact. Your allocated ASB officer will always inform you before any case is closed.

I certify that this is a true and accurate recording of the incidents, these diary records are true to the best of my knowledge and belief, and I make them knowing that if they are used in evidence, I shall be liable to prosecution if I have wilfully stated in them anything that I know to be false or do not believe to be true. I understand that these records may be used in evidence should a case go to court and in such a situation they will be disclosed to the defendant/perpetrator and I may be required to attend court to give evidence.

Name:	Signature:	Date:
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