

* **Please return by** we will put a date in here by which you should return your forms

REF: We will put our reference in here

NUISANCE RECORD FORM

Keep a note below and on a separate sheet if necessary of the date when the nuisance occurs, the time it starts and finishes, and the way in which it affects you.

PLEASE COMPLETE IN BLACK INK

Remember that action necessary to resolve this problem may involve legal proceedings. It is important that accurate records are kept and specific times when the nuisance affects you are noted. Phrases such as "all the time", "every day", should be avoided. If Court action is taken you must be prepared to produce and give evidence of the alleged nuisance.

Your Details

Name: *Write your name in here*.....
 Address: *Write your address in here*.....
 Telephone No: ... *Write your telephone number in here*.....

Source of Nuisance Details:

Name: ... *Tell us the name of the person making the noise if you know it*
 Address: ... *Write in here the address of where the noise is coming from*
 Telephone No: ... *Of the person making the noise if you know it*.....

DATE	STARTS	FINISHES	DESCRIPTION OF THE NUISANCE	HOW IT AFFECTS ME
15/6/2015	0730	0800	Dog barking. Could hear it in bedroom and lounge. Started when owner went to work.	Disturbed me in bedroom. I could also hear it in the lounge while listening to the radio. Stresses me and makes me want to get away from the noise.
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Use 24 hour clock times</div>			
15/6/15	0930	0940	Dog started barking when postman delivered mail and carried on for 10 minutes.	I was reading and couldn't concentrate on my book. I went to sit in the kitchen where it wasn't so loud.
15/6/15	0955	1330	Dog barking for at least 10 minutes every time someone walked past in the street. This happened 6 times during this time period. This only stopped when the dog's owner returned from work.	I again sat in the kitchen when the dog barked and tried to read my book. Put radio on to try to take my attention away but that didn't work.

I certify that the above record is a true statement of the nuisance I am experiencing.

Signed: ... *You must sign each sheet*.....

Name (printed) ... *Print your name in CAPITALS*.....

Dated: ... *Enter the date you completed the sheet*.....