

Anti-Social Behaviour Diary Guidance Sheet

Rosebery is committed to challenging and stopping anti-social behaviour. We work with the police and local council to give support to the victims of anti-social behaviour. We always try to deal with the problem as quickly as possible.

Our residents play an important part in this process. Their help in gathering evidence together to use in our investigations is vital. Diaries are a useful tool for residents to write down details of anti-social behaviour incidents.

Why do you need to keep a diary?

It's important because the information about anti-social behaviour can be used by us to help resolve the problem.

Completing a diary does not mean that Rosebery Housing Association will take legal action. Legal action is only taken if there is a significant neighbourhood problem. But when legal action is needed, a diary of the events can be used as evidence.

How to complete the diary

Date and Time

The correct date and time needs to be filled in. This information must be as accurate as possible. When writing down a time, please tell us whether it was 'am' or 'pm'.

Details of the incident

Write down as much information about the incident as possible. Include details about where the incident took place and who was involved in it.

How did the incident affect you?

Explain how it's affected you. For example, 'loud music – disturbing sleep'.

Who was responsible for causing the incident?

If possible, please give the name and address of the person causing the problem.

Were there any witnesses?

If anyone else was there when the incident happened and is willing to support your case, please write down their name and address. We'll also be happy to supply additional diary sheets if they would like to log a separate record.

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Date & Time of incident	Full details of the incident - Include where it took place and who was involved.	How did the incident affect you?	Who was responsible / caused the incident?	Name & Addresses of any other witnesses
E.g. 01/01/1234	At 1:00 am on Thursday morning I was woken up by very loud music coming from my next door neighbour Joe who lives at number 10 Fake Street.	I was unable to get back to sleep because the loud music was playing until 4:00am.	It was my neighbour Joe Blogs who lives at number 10 Fake Street.	Mrs Smith also witnessed the loud music. She lives at number 12 Fake Street.

Your Name:

Your Address:

Your telephone number:

Signature: Date:

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