



NUISANCE, HARASSMENT & ANTI-SOCIAL BEHAVIOUR

DIARY RECORD SHEET LOGS

IF YOU NEED ANY FURTHER HELP OR ADVICE WHEN COMPLETING YOUR DIARY
RECORD SHEETS PLEASE CONTACT THE SAFER KIRKLEES TEAM.

safer@kirklees.gov.uk

Tel: 01484 221000



PERSONAL DETAILS

Name:

Address:

.....

Post Code:

Ref:

Signatures for all individual that contribute to these diary record sheets.

	Signature	Name in Capitals
1.
2.
3.
4.
5.
6.

Every individual who records information on this form **MUST** sign the declaration of truth. Failure to do so may render the information invalid for investigation purposes.

I verify that the information recorded by me is true and accurate and was made at the time stated. I am aware that the information may be used as evidence in court.

Thank you for reporting this matter to Safer Kirklees.

So that we can help you with this matter we suggest that you complete the enclosed diary record sheet to record incidents.

We have included an example of a completed diary record sheet to help you.

Please complete the diary record sheet in legible writing and black ink if possible.

It is very important for you to fill in as much of the form as possible.

Please note the following points when you are completing the diary record form: (the letter at the side of each point below relates to the column number shown on the diary record form)

- **Column A** Time and Date of Incident?
 - You should record the exact or approximate time, if the particular incident lasts several minutes or hours. Please state e.g. "between 10.15am to 10.40am" or "between 11.20pm 1/1/15 to 3.10am 2/1/15".

- **Column B** Where the Incident Occurred?
 - You should record for example "Inside number 1 High Street, Any town" or "in the back garden of 1 High Street, Any town".

- **Column C** What happened?
 - Please give as much detailed information as possible, including swear words. **We appreciate you may find this offensive, but it is necessary. The attached example includes offensive language if it was used.**

- **Column D** Who was involved?
 - Please name those involved if you know who they are or "the resident of....". If you do not know their names or addresses please give nicknames or descriptions if you can.

- **Column E** How did this affect you?
 - This information is very important should this case proceed to Court. Examples might include "I was very scared" or "I could not sleep" or "I was offended and upset".

- **Column F** Did anyone else witness this?
 - If a friend or neighbour witnessed the incident please include their name and address or a contact number.

- **Column G** Did you report this to the police?
 - If you reported the incident to the police please show the police log number or crime number or officer's name and/or number.

- **Column H** Recorders Signature
 - Please sign your name in this column as the person who has witnessed this behaviour

EXAMPLE A

A TIME & DATE OF INCIDENT	B WHERE THE INCIDENT OCCURRED	C WHAT HAPPENED	D WHO WAS INVOLVED	E HOW DID THIS AFFECT YOU	F DID ANYONE ELSE WITNESS THIS	G DID YOU REPORT THIS TO THE POLICE	H RECORDERS SIGNATURE
Between 11.50pm 1/1/15 and 12.30am 2/1/15	In the front garden of 1 High Street, Anytown	I was asleep when I heard a door slamming and people shouting. I looked out of my window and saw Mary Jones and John Smith in Mary's front garden. I saw Mary push John and shout "just f---* off now". John pushed her back and shouted, "you're a f-----* slag". This argument carried on until the Police came and took John away. * Please use exact language spoken	The tenant of number 1 – Mary Jones and her boyfriend – John Smith	I was woken, as was my 3- year-old daughter. I was offended by the foul language and frightened by their behaviour.	My sister Ann Brown who was staying with me. Her no. is 01234 567890	Yes Police log 123 of 2.1.03	

EXAMPLE B

9.00pm Saturday 3/1/15	At my house	I was watching television, when I heard a bang on my front window. I looked out and saw Gazza stood on the pavement outside. I saw Gazza pick up a stone and throw it towards me. The stone broke my window.	The youths who live at 5 High St, Anytown. He is known as "Gazza"	I was terrified there was broken glass everywhere	My neighbour Mrs Green at 9 High Street said she saw it	Yes Crime ref no 1234/03	
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EXAMPLE C

Between 1.30am and 4.25am 4/1/15	Next door at 1 High St, Anytown	The tenant and visitors to 1 High Street	I could not sleep at all	No	Yes but the noise stopped before they came	Yes Crime ref no 1234/03	
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