

Guide to using the Record Sheet

- 1 **Write directly onto the record sheet at the time when the problem is happening** or, if this is not possible, as soon afterwards as you can, but **it must be the same day.**

You must use the record sheet to record details of the problem - do not use anything else as it cannot be used as evidence.
- 2 In the Date column it is important to note down the **day**, the **month**, AND the **year**, like one of the examples shown.
- 3 Note down the START TIME of the alleged nuisance. It is important to show what part of the day it happened, so if you use the 12 hour clock you must state either **am** or **pm**, or you can use the 24 hour clock (for example - show 8.30pm as 2030).
- 4 Give a DESCRIPTION of the type of noise and its exact SOURCE. It is very important to fully describe the noise, for example - continuous barking from dog at (address).

Please do not just describe the nuisance as Loud! Unbearable! Disgusting! etc.
- 5 Note down the EFFECT the nuisance has on you, for example - disturbed sleep, could be heard above TV, could not have windows open, made conversation difficult, etc.
- 6 Note down the FINISH TIME of the nuisance in the same way that you noted the start time.
- 7 Put your initials at the side of each entry and sign your name at the bottom of every page you use. Whoever witnesses the noise nuisance should make and initial the entry, and provide a signature at the bottom of the page.

It is very important to use these forms correctly, as they may be used in court as evidence. If you have any difficulty in completing them, please contact the officer who is dealing with your complaint.