

Guidance for the completion of diary record forms

Start and finish time

- Record both the start and finish time of each incident.
- Use either the 12-hour (8.30am/ pm) or the 24-hour (08:30) clock.
- If the problem occurs intermittently, for example dog barking, record the total duration of the incident with an indication of how often it occurs during that time, for example 7pm to 9pm dog barking every 10 minutes for 2 to 3 minutes at a time.

Description of incident

- Should be kept as short as possible for example "loud music".

How the incident affected you

Record brief details of how the incident affected you, for example:

- Disturbed/prevented sleep.
- Caused annoyance/stress.
- Could not listen to TV/radio.
- Caused health effect such as headache/migraine.
- Couldn't enjoy garden.

Please do not add other non-relevant information.

How long should you keep a record?

- It is important to keep an on-going record of the disturbance you are experiencing.

After one to two weeks the diary should be returned, either by post or by emailing to ehteam@basingstoke.gov.uk, for review. You will then be contacted by the case officer to discuss whether any further action can be taken.

Additional diary sheets are available to download from www.basingstoke.gov.uk/go/noise



DATE	START TIME	FINISH TIME	DESCRIPTION OF INCIDENT	HOW THE INCIDENT AFFECTED YOU
THUR 3/3/11	1.00am	2.00am	Loud music	Disturbed/prevented sleep
SAT 5/3/11	3.30pm	5.00pm	Dog barking for 5-10 min spells	Could not listen to TV/radio

Your address: Source of nuisance:

I confirm that the above information is true to the best of my knowledge and belief. Signed: Date:

DATE	START TIME	FINISH TIME	DESCRIPTION OF INCIDENT	HOW THE INCIDENT AFFECTED YOU

Your address:

Source ofnuisance:

I confirm that the above information is true to the best of my knowledge and belief. Signed:

Date:

DATE	START TIME	FINISH TIME	DESCRIPTION OF INCIDENT	HOW THE INCIDENT AFFECTED YOU

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www.basingstoke.gov.uk customer.services@basingstoke.gov.uk 01256 844844

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