DARTFORD BOROUGH COUNCIL

Environmental Health Partnership – Dartford & Sevenoaks working together

Sevenoaks DISTRICT COUNCIL

ENVIRONMENTAL PROTECTION NUISANCE DIARY SHEET

NUISANCE DIARY SHEET GUIDANCE NOTES

This sheet is for you to record when you are affected by the problem you have complained to the council about. Use this sheet only for the problem you have complained about.

Please record all incidents on the diary sheet, even if an officer is able to attend personally to witness the incident.

The details recorded on the nuisance diary sheet may be used as evidence of the Council decides to take legal action in respect of the reported activity. The person recording the details may be called upon to give evidence in court and could be cross-examined about what has been recorded on the nuisance diary sheet.

COMPLETION OF THE SHEET

1. **Time**
   The time the nuisance starts and ends should be entered in the correct columns. Make it clear whether the incident occurs in AM or PM; alternatively note the time in the 24 hour clock format. If the incident arises from a number of very short duration events over a longer total period of time (e.g. dog barking, bird scarers, pile driving operations), the times of each of the noisy events starting and finishing should, if possible, be noted down and relate to the total period of time. This should provide an indication of the intervals between noisy events.
   E.g. A dog barks on and off for two minutes; note the start and end time down. The dog goes silent for 5 minutes and begins again; the start and end time of this noisy event should also be noted down. Therefore in one hour the diary sheet will show how often the dog barks within that period of time. It is not acceptable to note that the dog barks on and off for one hour.
2. **Description of the Incident**
   Descriptions should be kept short giving precise details. Record the type of noise affecting you e.g. is it pre-recorded music, TV, people shouting or a combination. Record where the noise is coming from; the weather conditions; and any other factors you believe are relevant. Similar details should be recorded for smoke, odour or light complaints; is the smoke from a bonfire, what type of smell is it, is the light directional.
3. **How the Incident Affected You**
   Give clear details on how, and to what extent, the incident interfered with the use and enjoyment of your premises.

It is not possible to cover all eventualities in these notes – further information and guidance in completing the diary sheet, may be obtained from the officer dealing with your complaint.
If required these diary sheets will be shared with other agencies in our partnership groups such as Dartford Housing, Kent Police, Public Safety Unit and social housing landlords.

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Complaint reference number:			
Source of complaint:			
Your name:			
Your address:			
Date:			
Signed:		Witnessed by Signature:	

Please read the guidance notes overleaf before completing this form

Date	Time Started	Time Finished	Description of Problem	How It Affected You

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Date	Time Started	Time Finished	Description of Problem	How It Affected You

This diary of events, consisting of page(s) each signed by me, is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Dated this day of 20

Signed _____ Signature witnessed by _____

Return to: Environmental Health, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR