**Anti-social behaviour – Incident Diary Sheets**

**Please ensure you have read our guidance notes before completing this diary and that you understand what will happen to the information you return to us.**

Please record any incidents of anti-social behaviour which are causing you harassment, alarm, or distress in the diary sheets below. Information reported to us will be treated in the strictest confidence, however, to address the issues you raise we may have to share this information with the police or other agencies. If you do not wish for this to happen, please let us know on the form below but we would advise this may limit our ability to respond to your concerns.

**Record kept by**

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Email Address: |  |
| Telephone Number: |  |
| Preferred method of contact: |  |
| Can we share your report with other agencies such as Kent Police? |  |

**Your Complaint**

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| Who or what is your complaint about? |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date of Incident** | **Time of Incident**(From and to) | **What happened and where?**E.g., Loud music, verbal abuse (give actual words where relevant), vandalism. From next-door, in the street etc. | **How did this effect you?**E.g., could not sleep due to the noise, health problems, fear etc | **Did you report it to anyone – if so, who?**Include any reference number issued if applicable. | **Did anyone else witness it?** E.g., neighbour, postman | **Date incident recorded in diary** |
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**I certify that the facts stated in this record sheet are true and accurate.**

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| Signed: |  |
| Date: |  |

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| **Date of Incident** | **Time of Incident**(From and to) | **What happened and where?**E.g., Loud music, verbal abuse (give actual words where relevant), vandalism. From next-door, in the street etc. | **How did this effect you?**E.g., could not sleep due to the noise, health problems, fear etc | **Did you report it to anyone – if so, who?**Include any reference number issued if applicable. | **Did anyone else witness it?** E.g., neighbour, postman | **Date incident recorded in diary** |
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**I certify that the facts stated in this record sheet are true and accurate.**

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**I certify that the facts stated in this record sheet are true and accurate.**

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| Signed: |  |
| Date: |  |

**To return your completed diary sheets:**

**Visit:** [**www.medway.gov.uk/housingasb**](http://www.medway.gov.uk/housingasb) **Report anti-social behaviour online and attach your diary sheets**

**Post to: Tenancy Services Team, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR**