

## NUISANCE, HARASSMENT & ANTISOCIAL BEHAVIOUR LOG BOOK

Thank you for reporting this matter to Wentworth Community Housing.

So that we can help you with this matter we suggest that you complete the log book to record incidents.

If possible, you should fill in the log book immediately after each incident.

Please complete the log book 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 log book:

- **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 1/1/11 to 3.10am 2/1/11".
- **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".
- **Did you report this to the police?**
  - If you reported the incident to the police please show the police event number or officer's name and/or number.
- **Did anyone else witness this?**
  - If a friend or neighbour witnessed the incident please include their name and address or a contact number.
- **What happened?**
  - Please give as much detailed information as possible, including swear words. We appreciate you may find this offensive, but it is necessary.
- **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.
- **How did this affect you?**
  - This information is very important should this case proceed to the Consumer, Trader and Tenancy Tribunal. Examples might include "I was very scared" or "I could not sleep" or "I was offended and upset".

When you have recorded several incidents or when the log book is full, you should return the form to your Client Service Officer who will contact you to inform you of the best course of action. You can obtain more copies of this log book from your Client Service Officer.

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## Your Personal and Contact Details

These will be kept confidential

Full Name: .....

Address: .....

.....

Telephone Contact: .....

Email Contact: .....

This statement, consisting of            page(s) each signed by me, is true to the best of my knowledge and belief. I understand that this information may be used as evidence at the Consumer, Trader and Tenancy Tribunal.

Signed:

Date:







