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**Council Offices**

**Coalville, Leicestershire LE67 3FJ**

**Telephone: 01530 454545**

**RECORD OF ANTI-SOCIAL BEHAVIOUR**

|  |  |
| --- | --- |
| Your Name |  |
| Your Address |  |
| Telephone number |  |
| E-mail address |  |

|  |  |
| --- | --- |
| Your Housing Officer is  (where applicable) |  |
| Telephone number |  |
| E-mail address |  |
| Date booklet issued |  |
| Case no. |  |

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| GUIDANCE NOTES |

North West Leicestershire District Council believes that no-one should have to suffer anti-social behaviour from neighbours or from other people where they live or work.

The Council takes this seriously and tries to take appropriate action to stop any problems that might be caused.

This diary is for you to record the details of any incidents that have taken place. The records will help the Council to build a complete picture of what is happening so that we can see how the incidents are affecting other people in the neighbourhood.

Without this information, our options may be limited. As a guide we would require a diary to be kept over a period of 28 days so that we can identify any patterns to the behaviours. If you require additional sheets please download a copy from our website, or contact your case officer. We will not disclose your identity without your consent.

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| HOW TO FILL IN THE DIARY |

The records are to be completed by you only. Other people will need to complete their own. Only put down things that you personally saw or heard.

Complete the records as soon as possible so that the incident is fresh in your mind.

Use one page for each incident, even if there is more than one on the same day.

Sign and date the bottom of the form.

Write down as much as you can, e.g. if swearing is being heard, use the exact words. This helps everyone to see the problems that you are experiencing.

When you have completed the booklet, please return it as soon as possible to your case officer (or 28 days whichever is the soonest). If you are unable to do so, please telephone as we will make arrangements to collect it.

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| **ANTI-SOCIAL BEHAVIOUR RECORD – (EXAMPLE)** |

(Use one sheet for each incident)

|  |  |
| --- | --- |
| When did the incident happen? | |
| ***Date of incident:***  *(If overnight, write both dates e.g. 12/13th March 2014).* | |
| Date: | *Saturday 7th/8th January 2014* |
| Time started: | *11.00 pm* |
| Time finished: | *1.00 am* |

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| **Where did it happen?** |
| Put the address where the incident happened |
| *.*  **House/flat number**: *25* **Road:** *Chipstead Walk.*  **Outside/inside**: *Outside.* |

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| --- |
| Who did it, or who was involved? |
| **Put the name and address of the person responsible. If you don’t know then write ‘don’t know’.** |
| *Mark Glover, 25 Chipstead Walk.* |

|  |
| --- |
| What happened? |
| ***Write down what you saw or heard.*** |
| *I heard banging and shouting outside. I looked out of my kitchen window and saw Mark Glover, who lives at number 25 banging and kicking at his front door. He was shouting to the person inside to open the door. At one point he shouted very loudly ‘open the door or you’re fucking dead’. A woman inside kept screaming ‘go away you bastard’. He picked up a brick and threw it at the window. The window smashed and he tried to get in. Kevin called the Police who arrived and took him Mark Glover away.* |

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| Did anyone else see or hear the incident? |
| ***Please put their names and addresses here. Have they filled in their own diary sheet? (Please tick).*** |
| Yes No Don’t know |

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| --- |
| **Have you reported it to anyone else?** |
| ***Please say here - whether you have told the Police or Social Services. If you have, please note the Officer’s name and number and the Incident Number if you have one.*** |
| *My son phoned the Police. PC James (number 6758) from Wordley Police Station came.*  *He wrote it all down.* |

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| --- |
| How has it affected you? |
| **Write down how it has made you or member of your family feel, for example, if it kept you awake.** |
| The incident is typical of Mr Glover’s behaviour. There have been things like this every weekend for the last 7 or 8 weeks, (see previous diaries). My children who are 6 and 8 are woken up regularly. They are getting very unsettled. I am on sleeping tablets because of the noise and upset. |

|  |
| --- |
| Your signature |
| **Signed:**  *Mary Smith* |
| **Date:** *8th January 2014* |

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| **ANTI-SOCIAL BEHAVIOUR RECORD** |

(Use one sheet for each incident)

|  |  |
| --- | --- |
| When did the incident happen? | |
| ***Date of incident:***  *(If overnight, write both dates e.g. 12/13th March 2014).* | |
| Date: |  |
| Time started: |  |
| Time finished: |  |

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| --- |
| **Where did it happen?** |
| Put the address where the incident happened |
| *.*  **House/flat number**: **Road:**  **Outside/inside**: |

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| Who did it, or who was involved? |
| **Put the name and address of the person responsible. If you don’t know then write ‘don’t know’.** |
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| What happened? |
| ***Write down what you saw or heard.*** |
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| Did anyone else see or hear the incident? |
| ***Please put their names and addresses here. Have they filled in their own diary sheet? (Please tick).*** |
| Yes No Don’t know |

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| --- |
| **Have you reported it to anyone else?** |
| ***Please say here - whether you have told the Police or Social Services. If you have, please note the Officer’s name and number and the Incident Number if you have one.*** |
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| --- |
| How has it affected you? |
| **Write down how it has made you or member of your family feel, for example, if it kept you awake.** |
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| --- |
| Your signature: |
| ***Signed:*** |
| ***Date:*** |

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| **ANTI-SOCIAL BEHAVIOUR RECORD** |

(Use one sheet for each incident)

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| *.*  **House/flat number**: **Road:**  **Outside/inside**: |

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| ***Date:*** |

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|  |  |  |
| --- | --- | --- |
| ANY OTHER INFORMATION |  |  |
| *Please put here anything else that you wish to tell us.* |  |  |
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**NOTES**

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**Council Offices**

**Coalville, Leicestershire LE67 3FJ**

**Telephone: 01530 454545**

**ETHNIC ORIGIN**

The Policy of North West Leicestershire District Council is to make sure everyone receives equal treatment regardless of race, colour or ethnic origin. To help us check that this policy is effective – please indicate the group you feel you belong to:

**White TICK ONE BOX ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| British |  |  | 1 |
| Irish |  |  | 2 |
| Any other White background (please tick and write in) |  |  | 3 |

**Mixed**

|  |  |  |  |
| --- | --- | --- | --- |
| White and Black Caribbean |  |  | 4 |
| White and Black African |  |  | 5 |
| White and Asian |  |  | 6 |
| Any other mixed background (please tick and write in) |  |  | 7 |

**Asian or Asian British**

|  |  |  |  |
| --- | --- | --- | --- |
| Indian |  |  | 8 |
| Pakistani |  |  | 9 |
| Bangladeshi |  |  | 10 |
| Any other Asian background (please tick and write in) |  |  | 11 |

**Black or Black British**

|  |  |  |  |
| --- | --- | --- | --- |
| Caribbean |  |  | 12 |
| African |  |  | 13 |
| Any other Black background (please tick and write in) |  |  | 14 |
| Chinese |  |  | 15 |
| Other (please tick and write in) |  |  | 16 |