Tackling Anti-Social Behaviour

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Incident Diary

**For you to fill in**

Your full name:

Your address:

Telephone:

Email:

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| **Please return to:** | cshbusinesssupport@tameside.gov.uk  |
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***For the Anti-Social Behaviour Team to fill in:***

First complaint date \_\_/\_\_/2022 Review date \_\_/\_\_/2022

Diary issued \_\_/\_\_/2022 Diary number -

Tackling Anti-Social Behaviour

**PLEASE READ CAREFULLY BEFORE COMPLETING DIARY**

Anti-social behaviour is a problem which affects our communities throughout Tameside. Tameside Council is committed to taking action against perpetrators of anti-social behaviour.

Tameside Council’s anti-social behaviour team will use the Law to force people who engage in serious anti-social behaviour to STOP. To take legal action against culprits we need a carefully written-down description of every incident. This incident diary allows you to keep a record of everything that happens. A Court will only accept this Incident Diary if it is written in a certain way. To help you complete the Diary correctly, please make sure that you keep to these four simple rules:

**How to Keep the Diary**

1. This Diary is your own personal record of what you see or hear. You can’t write down something that other people [including your wife, husband or partner] have witnessed. They must get their own diary – or you can give them one of the tear-off sheets at the back of this diary [called Witness Reports].

2. You must fill in the diary as soon as possible while the incident is still fresh in your mind. Do it on the same day if you can. If you leave it much longer, a Court might not accept it.

3. Fill in one form for each separate incident. If there is a second incident on the same day or night, start a new form. Put your signature and the date at the bottom of each form.

4. Write down everything you see and hear in as much detail as possible. A general summary isn’t taken as seriously by the Court as word-for-word evidence. So you will have to include swear words. This is much more effective than “he used abusive language”. We are sorry if this is upsetting, but you will have to do the same if the case is going to stand up in Court.

**Please note** that we will only accept entries on this diary sheet from the date the sheet has been issued.

By filling in this diary sheet you agree to the information you provide being shared with other parties in order to carry out our investigation fully. The alleged perpetrator will also be notified at this point that there is an investigation on-going regarding complaints about them.

As use of home CCTV systems has increased the Surveillance Camera Commissioner has issued guidance on how to make responsible use of such systems. We strongly recommend that you read the guidance issued by the Information Commissioners Office, which is available at:  [www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property/domestic-cctv-using-cctv-systems-on-your-property](http://www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property/domestic-cctv-using-cctv-systems-on-your-property).

Tameside Council will not accept CCTV footage which is solely covering another resident’s property.

Tackling Anti-Social Behaviour **INCIDENT DIARY**

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| **Who did it, or who was involved?**Put the name and address of the person or people responsible. If you don’t know them write “don’t know” and then write a description of the person[s] responsible. Write down height, hair colour, what they were wearing and any distinguishing features. |

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| **What happened?**Continue on the next page if you need to |

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| **Any witnesses?**Did anyone else see or hear the incident. Put their name[s] and address[s]. Have they filled in their own diary sheet? Yes …… No …….. |

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| **Have you reported it?**Have you told organisations like the Police, Tameside Council, Social Services. If so, write down who you spoke to and where and when you made the report. [If you have reported it to the police, put the officer’s number and crime number if there is one]. |

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| **Your signature** “I believe that the information I have given above is the true description of what I saw and/or heard”**Signed: ………………………………………………………Date: ……………………..** |

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Tackling Anti-Social Behaviour **INCIDENT DIARY**

**What Happened?** Continued

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