

PLEASE COMPLETE THIS SECTION OF THE FORM TO ALLOW US TO CONTACT YOU IS NECESSARY AND TO AUTHENTICATE THE INFORMATION PROVIDED.

| | |
|----------------|--|
| Name | |
| Address | |
| | |
| Email | |
| Contact Number | |

I believe that the information I have given is a true description of what I saw and/or heard.

Signed: _____ Date: _____

I am willing to attend court if necessary in support of this matter:

Yes
No

I am willing for all the information and reports I have given to the Local Authority to be disclosed in support of this matter:

Yes (All your details minus contact details will be disclosed)
No (None of your details will be used in any proceedings)
In Part (Your evidence will be converted into "hearsay" evidence)

To Be Completed By Investigating Officer

EXHIBIT NO

Signed: _____ Date: _____

Anti-Social Behaviour Incident Diary



Haverling

L O N D O N B O R O U G H

In order for the Local Authority and its partners, to deal with anti-social behaviour and any related criminal activities effectively, it is essential to have accurate and detailed information about the incidents that occur.

Therefore it is essential that this diary is completed with as much detail as possible as it will determine the appropriate remedial measure which could include legal proceedings.

Please record all incidents up to the: _____

Once completed please return to: _____

Department (if known): _____

Haverling Council, Town Hall, Main Road, Romford, RM1 3BB
Tel. 01708 43 43 43

Useful Contacts

Police

| | |
|----------------|--------------|
| Emergency Only | 999 |
| Non-Emergency | 101 |
| Crimestoppers | 0800 555 111 |

| | |
|----------------------|---------------|
| Hate Crime Reporting | 0800 138 1625 |
|----------------------|---------------|

Havering Council

| | |
|-------------------------------------|---------------|
| ASB Hotline (With Recorded Message) | 01708 726 060 |
| Housing (Council Tenants ONLY) | 01708 434 000 |

Email: Asbhavering@havering.gov.uk

Guidance on completing this diary

Date and Time

It is important to establish the facts. Both the start and finish time of the incident are required along with the date on which the incident occurred.

Where did it happen?

Please insert the address when the nuisance occurred at (the perpetrators address. Alternatively, if the incident occurred in the street or park, please provide the general name of the area such as (Cottons Park or Market Place, Romford)

What happened?

In as much detail as possible, please describe the incident including the names of those involved. If you do not know the name, please provide a description of the person.

Please include all words, including swear words that might be used.

Please include details of witnesses.

Have you reported it?

Have you contacted the Police/Housing Association/Fire Brigade? Please include details of any reference numbers you have been given.

How did the incident affect you?

It is extremely important to be able to reference how you have been affected by the incident. For example, were you left frightened, unable to sleep or feeling intimidated?

How is this information used?

The diary will be used to gain an understanding of the circumstances that are affecting you. It will also help direct our investigations.

With your permission, the diary could also be used to form part of warnings, notices and/or court proceedings.

PLEASE RECORD ONLY ONE INCIDENT PER PAGE

| When did the incident happen? | | | Time of incident (cross out AM/PM as appropriate) | |
|--|-------|------|---|--------------|
| Day | Month | Year | Start AM/PM | Finish AM/PM |
| Where did it happen? (Address) | | | | |
| What happened? Write down exactly what you saw and heard. You cannot make a report based on an incident that has affected someone else | | | | |
| | | | | |
| Have you reported it? Have you told organisations like the Police or Social Services? If so, please give details of who you have spoken to and any reference numbers they have provided. | | | | |
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| How has it affected you? Please write down how the incident has made you feel, You may also include how the behaviour has affected other family members. | | | | |
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