

CASE DEEEDENCE, WILL

Neighbourhood Services, Environmental Health, PO Box 290, Brighton Street, Wallasey, CH27 9FQ

LOG SHEETS OF NOISE DISTURBANCES

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If you are unable to complete this log sheet, please contact us and we will be able to offer other methods of recording.

CASE REFERENCE. WIVI	1 CON :				
Please detail what steps you have taken to try and resolve the problem yourself (see the "Help Yourself Noise Information" leaflet):					
YOUR NAME & ADDRESS (Please am	end any mistakes)	NAME & ADDRESS OF NO	SE SOURCE (Please amend any mistakes)		
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YOUR NAME & ADDRESS (Please amend any mistakes)	NAME & ADDRESS OF NOISE SOURCE (Please amend any mistakes)
Complainant's details:	Noise source details:
'	
Email:	
Home Tel. No:	
Mobile Tel. No:	

Instructions for completion of Diary Sheets:

- 1. We need a record of sufficient incidents to give a good indication of what is happening. You should keep your log sheet for **at least 14 days**. It is not necessary to complete every line on the sheet before returning it. There is no need to record every incident of noise, only those that are excessive and unreasonable.
- 2. Record all dates and times accurately. In the date column, note down the day, month and year. Try to be as precise as possible in the time column and show which part of the day the nuisance occurred, including the hour and minute i.e., 12:15am, 5:23pm or 18.46. Do not write general phrases such as 'Every Day', 'All Day', 'Morning', 'Evening' or 'Night' or emphasise using 'ditto marks'.
- Ensure you describe each individual incident in the appropriate column. Please don't exaggerate it will not help the case in the long term. Remember that the nuisance diary sheets may be used in Court so keep to the facts and do not add any information or comments unrelated to the disturbance you are experiencing.
- 4. Write clearly and complete the log sheet at the time the incident occurs, or, when this is not practicable, as soon as possible afterwards. Log entries must be made on the same day that the incident occurs.
- 5. For intermittent noises like dog barking, try to give as accurate an indication of the problem as possible. For example, if a dog barks for a few minutes on and off throughout the day, and you record in the diary 'dog barking 8am 6pm' this will not give an accurate picture. It is not necessary to note each incident of noise/bark, but to try and give an indication of the pattern, frequency and duration of the noise (see example below).
- 6. If there are any unusual circumstances to the pattern of disturbances e.g. neighbour on holiday/out for the day you can note this in your diary.

Case Reference:

<u>Date</u>	Time noise started	Time noise finished	Type of Noise (Be as specific as possible e.g. loud music, beat from music, dog barking, hammering etc.)	Location of observer e.g. lounge, bedroom, garden etc.	How did the noise affect you? e.g. unable to sleep, could be heard over T.V etc.
EXAMPLE:- 01/05/22	07.35am on and off every few minutes	Until 09.00am when I left for work	Dog barking every few minutes in rear yard.	First floor rear bedroom	It woke me up, tried to get back to sleep but couldn't.
ho above infer	rmation is true to the	no bost of my kno	wledge and belief, and is given knowing	that if it is tandared in avidence	I shall be liable to

The above information is true to the best of my knowledge and belief, and is given knowing that if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Complainants Signature:Date:Date:	Continue overleaf	if necessary
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