

# Tackling Anti-Social Behaviour

# INCIDENT DIARY

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For you to fill in

Your full name .....

.....

Your address .....

.....

.....

Telephone .....

For the Housing Team to fill in

First complaint (date) ..... / ..... / .....

Review date..... / ..... / .....

Diary issued (date)..... / ..... / .....

Diary number .....

Please return for the attention of .....

Direct Telephone Number .....

Neighbourhood Wardens .....



Wythenshawe Community Housing Group  
Wythenshawe House  
8 Poundswick Lane  
Wythenshawe  
Manchester M22 9TA

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Many neighbour disputes can be sorted out by talking calmly with the other person. But Wythenshawe Community Housing Group will take action quickly if this approach fails or if someone's behaviour is very anti-social. We can only act against culprits if we have evidence. You can help by keeping a diary of everything that happens. Make sure that you keep to these four simple rules:

### **How to Keep the Diary**

We can solve most disputes without taking serious action. But if the situation is bad enough, we will use the law to force the culprits to stop, or even to evict them. To take legal action we need a carefully written-down description of every incident. A court will only accept this incident diary if it's written in a certain way.

- 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'll have to include swear words. You'll see in the example sheet (which shows you how to fill in the diary) that we have written swear words down in full. This is much more effective than "*he used abusive language*". We're sorry if this is upsetting, but you'll have to do the same if the case is going to stand up in court.

### **Other Evidence**

It's a good idea to collect other evidence to back up the diary. Photographs can help in some cases - car repairs, overgrown gardens, graffiti and so on. Put the time and date the photo was taken on the back and sign it. You could make a tape-recording of very loud music or shouting. Speak to a housing officer if you need help.

# Tackling *Anti-Social* Behaviour

# INCIDENT DIARY

This form is for information about **one** incident only. If there is a second incident on the same day or night, start a new form.

## When did the incident happen?

**Date of incident** (if overnight write both sides - e.g 12/13 July 2001)

**Time of incident** (cross out am or pm)

date *7th/8th* month *January* year *2001*

start *11.30* ~~am~~/pm finish *1.00* ~~am~~/pm

## Where did it happen?

Put the address where the incident happened - **not** your own address, unless it's the same.

house/flat number *25* road *Chipstead Walk* outside/inside? *outside*

## 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"

*Mark Glover, 25 Chipstead Walk*

## What happened?

Write down exactly what you saw and heard. If someone else saw or heard other things they must fill in their own diary or use a tear-off Witness Report sheet from the back of this diary. Put all words in full, including swear words.

*I heard banging and shouting outside. I looked outside 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 hall window. The window smashed and he tried to get in. Kevin, my son, called the police who arrived and took Mark Glover away.*

continue on the next page if you need to

## Any witnesses?

Did anyone else see or hear the incident. Put their name(s) and address(es). Have they filled in their own diary sheet? Yes  No

*Mrs Mason from 10 Chipstead Walk and my son Kevin Smith (23 Chipstead)*

## Have you reported it?

Have you told organisations like the Police, Wythenshawe Community Housing Group, 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).

*My son phoned the police. PC Jones (number 6758) from Woodley police station came. He wrote it all down.*

## How has it affected you?

Write down the way the incident has made you feel. Include its affect on people who live with you. For instance, has it stopped you sleeping, frightened your children and so on. Are you more affected because of age or ill health?

*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** "I believe that the information I have given above is the true description of what I saw and/or heard":

Signed *Mary Smith*

Date *8th January 2001*



**What Happened?** *continued*

A large rectangular area with horizontal dotted lines for writing.

**Your signature**

"I believe that the information I have given above is the true description of what I saw and/or heard":

**Signed** .....

**Date** .....



**What Happened?** *continued*

A large rectangular area with horizontal dotted lines for writing.

**Your signature**

"I believe that the information I have given above is the true description of what I saw and/or heard":

**Signed** .....

**Date** .....

# Tackling *Anti-Social* Behaviour **ADDITIONAL INFORMATION**

Use this side of the form to put down any additional information not on other sheets

A large rectangular area with horizontal dotted lines for writing.

**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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