



Partners for Improvement in Islington

Incident Diary

Please keep this diary in a safe place and update it whenever an incident disturbs you. After two weeks return the form to your Tenancy Officer at Partners.

Note: if a noise incident disturbs you at night please contact the Noise Patrol service on 020 7527 3229 (Sunday to Thursday: 20:00 – 02:00; Friday and Saturday: 22:00 – 04:00).

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.
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. Put your signature and the date at the bottom of the 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. We're sorry if this is upsetting, but you'll have to do this 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 or police officer if you need help.

Please complete the following details, and attach as many diary sheets as required. You must attach this front sheet to the diary sheets, and write your name, the date and the page number on every sheet that you attach.

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Your name: _____ Address: _____

Telephone number (daytime): _____

Telephone number (evenings): _____

Please tick one: Council tenant Leaseholder Private tenant

Name and address of person causing the nuisance (if known):

Number of diary sheets being submitted altogether (including this sheet): _____

Declaration: I confirm that the attached information is a true record

Signed: _____

Date returned to Partners: _____ / _____ / _____

To be completed by Partners:

Date received: _____ / _____ / _____

Member of staff dealing with the noise complaint: _____

Copy of diary provided to complainant? Yes / No (circle)

