

Anti-social behaviour: incident diary

Please ensure you have read our guidance notes before completing this diary and that you understand what will happen to the information you return to us.

Record any incidents of anti-social behaviour which are causing you alarm, harassment or distress in the diary below. Information reported to us will be treated in the strictest confidence, but in order to solve your problems we may have to share this information with police and other agencies. If you do not wish this to happen, please let us know. However, this may limit our ability to respond to your concerns.

RECORD KEPT BY:	
Full name:	
Address (including postcode):	
Email address:	
Preferred telephone number:	
Can we share your report with the police and other agencies?	
YOUR COMPLAINT:	
Who or what is your complaint about?	

Date of incident	Time of incident		What happened and where? Eg, loud music, verbal abuse (give actual words where relevant) from next-door neighbour, assault, vandalism etc.	How did this effect you? Eg, could not sleep because of the noise, health problems, tearful, fear for safety, any injury.	Did you report it to anyone - if so who? Include any reference number issued if applicable.	Did anyone else witness it? Eg, neighbour, postman	Date incident recorded in diary
	From	To					
I certify that the facts stated in this record sheet are true and accurate.							
Signed:							
Date:							

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Signed: _____

Date: _____

To return your completed diary

- Visit: Report anti-social behaviour online and attach your diary at: www.cottsway.co.uk/reportasb
- Email: contact@cottsway.co.uk
- Post to: Cottsway Housing, Cottsway House, Heynes Place, Avenue Two, Witney OX28 4YG