

Cornerstone

ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY SHEET

This form is for you to keep a record of incidents

Your Name Your Telephone Number

Your Address

Date of Incident and time it started	Time incident finished	Brief description of what happened and where	Who did it?	Did you report it to anyone else e.g. the Police? If yes please give details including incidents numbers	How has the incident affected you?	Any Witnesses? Yes/No

[illegible]

GUIDANCE FOR COMPLETION OF INCIDENT DIARY SHEETS

If you have been asked to record incidents in a diary regarding anti-social behaviour it is important that the information is accurate and detailed. The guidance below will assist you to make the most of your incident diary.

- **Be Precise** – Make sure you write down exactly what happened, keep to the facts, and if foul language was used make sure you write down the exact language used. Do not worry about offending us.
- **Time is of the essence!** – it is really important you complete the diary sheet as soon as possible after the event has occurred, otherwise you may forget some of the details of what happened or what was said.
- **Witnesses** – each witness should fill out a separate sheet with what they saw and heard.
- **Malicious or sarcastic comments** – however tempted you might be please do not write any sarcastic comments about the individual(s) or their family, it can reflect badly on your case.
- **Honesty** – These diary sheets go onto be the basis of any statement made by you and form an essential part of our Court applications, **make sure they are detailed, accurate & truthful.**

Should we take the case to court you will be swearing that the contents of these documents are truthful in front of a judge, if they are not you could be found in contempt of court for providing false information.

- **Feelings** – it is important you tell us how the incident made you feel.

PLEASE ensure your handwriting is clearly legible and easy to read

If you have taken photographs please ensure they have the correct date stamp and enclose copies with the returned sheets.

If you have difficulties filling in diary sheets please talk to us so that we can agree a way forward with you.

You can also fill in electronic diary sheets via our website at: <https://www.cornerstonehousing.net/tenancy-information/anti-social-behaviour/anti-social-behaviour-form/>

If you have any questions please contact the office on 01392 273462.