



Diary Sheets and Guidance

Diary sheets can be completed via our website at:

www.cornerstonehousing.net/tenancy-information/anti-social-behaviour/antisocial-behaviour-form

It is important to record incidents in a diary regarding anti-social behaviour the information needs to be accurate and detailed. The guidance below will assist you to make the most of your incident diary. Without the information we request we will be unable to assist you with finding the right solution to the issues you are reporting. It's a good idea to collect other evidence to back up the diary, under no circumstances should you put yourself at risk or breach someone's data protection rights by recording them in an unlawful way. Photographs can help in some cases of things such as car repairs, overgrown gardens, graffiti and so on and are easy to send by phone or email to us. You could make a tape-recording of very loud music or shouting.

Please call the Police immediately if you feel you are at risk of harm by calling, '999'.

Be Precise – Make sure you write down exactly what happened, word for word.

Time is of the essence! – it is important you complete the diary sheet as these are used as evidence. We don't want you to forget the details of what happened or what was said.

Witnesses – whilst we ask you to tell us who witnessed an incident, each witness needs to complete their own diary sheets.

Malicious or sarcastic comments – however tempted you might be please do not write any sarcastic comments about the individual(s) or their family, stick to the facts.

Honesty – These diary sheets form part of a statement and are used as evidence in Court proceedings if this is an appropriate method of resolving your ASB cases. Any statement you make to us should always be accurate & truthful. False allegations are a breach of your tenancy terms and conditions and may result in enforcement action being taken against you.

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

Can't complete Diary Sheets - If you have difficulties filling in diary sheets please talk to us so that we can agree a way to take the details of your complaint and manage this with you.



Housing People

The Person Reporting the incident needs to complete their details below:

Reporting Persons Name:	
Reporting Persons Address:	
Contact Number:	
Email Address:	

You need to tell us who you are reporting, (if you know their name and address), otherwise describe the person(s):

Persons Name:	
Persons Address:	
Persons Description	

You will need to tell us about any witnesses, or anyone else you reported the incident to.

Witnesses Name:	
Witnesses contact details:	
Agencies you reported the incident to:	Police Fire Devon County Council



Housing People

Date	Time	What happened?	Where did this happen?	Reported to Police, Yes/No	Any witnesses, Yes/No



Housing People

Date	Time	What happened?	Where did this happen?	Reported to Police, Yes/No	Any witnesses, Yes/No



Please describe how this has affected you.

How has/have the incidents affected you:	
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Statement of Truth:

I certify that this is a true and accurate record of the nuisance and annoyance being experienced, These diary records are true to the best of my knowledge and belief and I make them knowing that if they are used in evidence, I shall be liable to prosecution if I have wilfully stated in them anything that I know to be false or do not believe to be true. I understand that these records may be used as evidence should a case go to Court and in such a situation they will be disclosed to the defendant/perpetrator and I may be required to attend court to give evidence.

Name:	Signature:	Date:
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