

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 dates - eg 12/13<sup>th</sup> March 2007)

**Time of incident**

(cross out am or pm)

day ..... month ..... year .....

start ..... am/pm finish ..... 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 ..... road ..... outside/inside .....

**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"

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.....

**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 sheet. Put all the words in full, including swear words.

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.....  
.....continue on the other side of the form 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

.....  
.....

**Have you reported it?**

Have you told organisations like the Police, the local housing team, 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 officer's number and crime number if there is one).

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**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?

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.....

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

Signed ..... Date .....

**Guide for using incident diaries as evidence for legal action.**

Advice for tenants when completing incident diaries.

1. The diary is your own personal record of what you see or hear. You can't write down something that other peoples (including your wife, husband or partner) have witnessed. They must keep their own diary- or witness report.
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 may 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 and in as much detail as possible. A general summary is not taken seriously by the court as word for word evidence. So you will have to include swear words. We are sorry if this is upsetting, but you will have to do the same if the case is going to stand up in court.

If you have any queries, please contact the Housing Officer.

**Please return this form to:**

Customer Service Team,  
Housing Division  
Department of Social Care,  
Markwell House,  
Market Street  
Douglas  
IM1 2RZ  
Tel: 685955