



## **INCIDENT RECORD SHEET**

This sheet is for you to record when you are affected by the problem that you have contacted the council about. Use this sheet only for the problem you have contacted us about. So, if you are affected by noise AND smoke, then please tell us so we can record each under a separate complaint reference.

Please record all incidents in the record sheet, even if an officer is able to attend to personally witness what happens.

**The details recorded on the incident record sheet may be used as evidence if the Council decides to take legal action in respect of the reported activity. The person recording the details may be called upon to give evidence in court and could be cross-examined about what has been recorded in the Incident Record Sheet.**

### **Guidance Notes for the completion of this Sheet**

1. **Time:**

The time the nuisance starts and ends should be entered in this column. If the incident in question arises from a number of extremely short duration events over a longer period of time (for example, pile-driving operations or bird scarers), the times of starting and finishing should, if possible, relate to a complete sequence and some indication should be given of the intervals between single events within the sequence.

2. **Description of Incident:**

Descriptions should be kept short giving precise details. Please tell us about the type of noise, e.g. is it pre-recorded music, TV, people shouting or a combination; Similar details for smoke, smell or light nuisances: bonfire, fumes, what type of smell? Is the light directional

Please record where the noise is coming from; the weather conditions and any other factors which you think are relevant.

3. **How the incident affected you:**

Give clear details on how, and to what extent, the incident interfered with the use and enjoyment of your premises.

It is not possible to cover all eventualities in these notes - further information and guidance in completing the sheet may be obtained from the officer dealing with your case.

PLEASE SIGN & RETURN THIS FORM TO **COMMUNITY PROTECTION TEAM, MAIDSTONE BOROUGH COUNCIL, MAIDSTONE HOUSE, KING STREET, MAIDSTONE, KENT, ME15 6JQ.**

# MAIDSTONE BOROUGH COUNCIL – COMMUNITY PROTECTION TEAM

## NUISANCE INCIDENT RECORD SHEET

(PLEASE READ GUIDANCE NOTES ON REVERSE BEFORE COMPLETING THIS FORM)

DATE	TIME OF INCIDENT		DESCRIPTION OF PROBLEM	HOW IT AFFECTED YOU
	START	FINISH		

<b>SOURCE OF COMPLAINT:</b>	
<b>YOUR NAME (PRINT):</b>	
<b>YOUR ADDRESS:</b>	
<b>COMPLAINT NUMBER:</b>	
This statement of nuisance recorded by me is true to the best of my knowledge and I make it knowing that if it is used in evidence, I may, myself be liable to prosecution if I have willfully stated in it anything which I know to be false or do not believe to be true.	<b>SIGNED:</b>  _____ _____
<b>DATE COMPLETED:</b>	