PLEASE COMPLETE THIS SECTION OF THE FORM TO ALLOW US TO CONTACT YOU IS NECESSARY AND TO AUTHENTICATE THE INFORMATION PROVIDED.

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Name			
Address			
Email			
Contact Number			
I believe that the ir saw and/or heard.	nformation I have given is a true description of what I		
Signed:	Date:		
I am willing to atter	nd court if necessary in support of this matter:		
Yes			
No 🗆			
•	the information and reports I have given to the Local closed is support of this matter:		
Yes □(Al	Il your details minus contact details will be disclosed)		
·			
•	one of your details will be used in any proceedings)		
In Part □(Yo	our evidence will be converted into "hearsay" evidence)		
To Be Completed By Investigating Officer			
EXHIBIT NO			
Signed:	Date:		

Anti-Social Behaviour Incident Diary



In order for the Local Authority and its partners, to deal with anti-social behaviour and any related criminal activities effectively, it is essential to have accurate and detailed information about the incidents that occur.

Therefore it is essential that this diary is completed with as much detail as possible as it will determine the appropriate remedial measure which could include legal proceedings.

Once completed please return to:	
Department (if known):	

Havering Council, Town Hall, Main Road, Romford, RM1 3BB **Tel.** 01708 43 43 43

Please record all incidents up to the:

<u>Useful Contacts</u>

Police

Emergency Only 999 Non-Emergency 101

Crimestoppers 0800 555 111

Hate Crime Reporting 0800 138 1625

Havering Council

ASB Hotline (With Recorded Message) 01708 726 060 Housing (Council Tenants ONLY) 01708 434 000

Email: Asbhavering@havering.gov.uk

Guidance on completing this diary

Date and Time

It is important to establish the facts. Both the start and finish time of the incident are required along with the date on which the incident occurred.

Where did it happen?

Please insert the address when the nuisance occurred at (the perpetrators address. Alternatively, if the incident occurred in the street or park, please provide the general name of the area such as (Cottons Park or Market Place, Romford)

What happened?

In as much detail as possible, please describe the incident including the names of those involved. If you do not know the name, please provide a description of the person.

Please include all words, including swear words that might be used.

Please include details of witnesses.

Have you reported it?

Have you contacted the Police/Housing Association/Fire Brigade? Please include details of any reference numbers you have been given.

How did the incident affect you?

It is extremely important to be able to reference how you have been affected by the incident. For example, were you left frightened, unable to sleep or feeling intimidated?

How is this information used?

The diary will be used to gain an understanding of the circumstances that are affecting you. It will also help direct our investigations.

With your permission, the diary could also be used to form part of warnings, notices and/or court proceedings.

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