

Guidance on completing diary sheets

Your diary sheets are an essential part of the investigative process, as they show how the noise is affecting you and your household. It is very important that the diary sheets are completed in detail and this guidance is intended to help you to do this.

The diary sheet has nine columns, in which you will need to write down different bits of information. It is important that you complete the sheets at the time that the noise occurs, as this will help to make the record as accurate as possible.

Type of noise

Please describe the type of noise, for example loud music, loud television noise, noise from D.I.Y. activity, etc.

Day and date

The correct day should be written down in the 'day' column, and the date in the 'date' column. Care should be taken when making notes in the early hours of the morning, as it is easy to become confused about the day and date.

Time started

Please write down the time the noise started. Please make sure you clearly show the time of day the noise occurred, by either stating am or pm, or using the 24-hour clock system.

Duration

Please write down how long the noise went on for. If the noise is not continuous, but frequently repeats over a period of hours, please make a separate note once every couple of hours or so.

Location of the noise

Please try to describe where exactly the noise is coming from. For example, "from ground floor front room at No. 32" or "the back garden at No. 64".

Description of the incident

Please describe how the noise affected you. Please be as specific as possible. Examples can include 'woke me up', 'had to turn up the volume on my television', or 'forced me to go out'. Please avoid using expressions like 'ditto', ditto marks (" " ") or other forms of shorthand.

We appreciate that noise can be frustrating, but please keep your notes to the point. It is best if you avoid making personal comments about neighbours or commenting about matters that are not relevant to the noise. Please remember that these diary sheets may be given in evidence if legal action is taken.

Signature

The person making the record should sign and date each entry at the time of writing.