

TOGETHER

TOGETHER WE CAN Tackle Anti Social behaviour



Anti-Social Behaviour Report Form

| |
|------------------|
| Case Number / |
|------------------|

Please Complete and return this form to make your complaint of anti-social behaviour.

**If you need help to complete this form, please contact:
PC 4249 Andy Smith (01296) 396093 or Hayley Money (01296) 585088 to
arrange this.**

Please note that we will not disclose your identity to the person you are complaining about without your written consent. However, any information given on this form may be given to the person you are complaining about if the case goes to court.

You do not have to give your name and address on the form, but if you do not, we will not be able to invite you to make a witness statement or go to court. This will mean the information you give us will not carry much weight. It will also limit the action we can take to help you.

| | | |
|------------|-----------------------|-----------------|
| First Name | Family Name (Surname) | |
| Address | | |
| Telephone | Home Business | Mobile email |



Signed _____

Case no.

| Who is causing the problem? | | | |
|-----------------------------|--|---------|--|
| Name | | Address | |
| Name | | Address | |
| Name | | Address | |

| Have you reported this to anybody else? | |
|---|---|
| Please tick | |
| Police <input type="checkbox"/> | Environmental Health <input type="checkbox"/> |
| Aylesbury Vale Race Equality Council <input type="checkbox"/> | Somebody Else <input type="checkbox"/> |
| Bucks Mediation Service <input type="checkbox"/> | Please state _____ |

| | |
|--|--------------------------------------|
| Are you aware of anyone else complaining about the same problem? | Yes/No (If yes, please give details) |
|--|--------------------------------------|

| | |
|---|---|
| Are you willing to consider mediation | Yes/No (If no – Why not?) |
| Would you be prepared to give a formal written statement? | Yes/No |
| Would you be prepared to be a witness in court? | Yes/No |
| Can we share the information on this form with other agencies such as the police? (see enclosed disclosure/consent form) | Yes/No |
| Can we contact the person you are complaining about? | Yes/No (If no – What are your reasons?) |
| If necessary are you willing to have your name and address revealed (It is difficult to start the mediation process without revealing your details) | Yes/No |

information I have given is accurate to the best of my knowledge

The

| | | | |
|--------|--|------|--|
| Signed | | Name | |
|--------|--|------|--|

| |
|---|
| Thank you for telling us about the problem. We will contact you to let you know we have received your complaint, and explain what the next steps will be. |
|---|

PLEASE READ THIS PAGE

It contains useful information for completing this diary.

WELL DONE – Completing this incident is a major step forward to stop anti social behaviour you are suffering. It could become an important piece of evidence in court. **Do not worry. It is our intention to stop the problem long before then.** If we do get to the stage where we have to go to Court we will come back to you and ask if you want to be a witness. You are not committing yourself to any formal proceedings at this stage; all you are doing is helping us to gather information that may be used in the future. A Police Officer or a Anti Social Behaviour Officer will be happy to talk this through with you and will be available if you get into difficulties with it or need any other support. Call us if you have any problems.

Many neighbour disputes can be sorted out by talking calmly with the other person, BUT Aylesbury Vale District Council and Aylesbury Police will take action if this approach fails or if someone's behaviour is very anti social. We can only act against culprits if we have evidence. You can help by keeping a diary of everything that happens. Please make sure you keep to these simple rules:

How to Keep the Diary

We can resolve most disputes without taking serious action, but if the situation is bad enough we may use the law to force the culprits to stop. To take legal action we need a carefully written-down description of every incident. A court will only accept this incident diary if it's written in a certain way.

ONLY THE PERSON NAMED ON THE FIRST PAGE SHOULD COMPLETE THIS DIARY.

This diary is your account of what happened. You must witness everything that is written in it. If someone else wants to help we will provide another diary for them.

IT IS ESSENTIAL THAT THE DETAILS YOU ENTER ARE CORRECT AND ACCURATE.

Do not worry about spelling mistakes or neatness. If you make a mistake, cross it out, initial it and carry on. Write down what you see or hear. Do not be tempted to add any extra to make the incident sound more plausible. Write down exactly what you hear or see no matter how distasteful.

WRITE DOWN THE DATES AND TIMES the incidents occur, state whether the times are morning (am) or afternoon (pm). You must sign, and date each entry, and note the time of completion if the entry is completed later. If you notice a quiet period in events, document this too.

WRITE DOWN NAMES & ADDRESSES (IF POSSIBLE) of anyone who is involved with the incident. You may be able to identify them by sight or the sound of their voice. Say you 'saw' and 'heard' the incident but do not assume you know who it is if you are not sure. It is better to say you heard or saw something but you could not identify the person(s), rather than make an assumption and get it wrong.

IDENTIFY OTHER WITNESSES. If anyone else saw or heard the incident, let us know. Other witnesses will make a case stronger and improve the chances of a successful outcome. You do not need to have their permission. Do not worry about getting other people involved. We will approach them and ask them if they would like to help. We will not mention that you pointed them out to us.

CALL THE POLICE. If necessary you can still call the Police whilst you are completing this Incident Diary. If police reports confirm the incidents you write down, the evidence is even better than just your account on its own.

Other Evidence

It's a good idea to collect other evidence to back up the diary. Photographs can help in some cases such as car repairs, graffiti and so on. Put the time and date the photograph was taken on the back and sign it. You could make a tape recording of very loud music or shouting. Remember that a video camera can also record sound. Speak to the Anti Social Behaviour Officer or your local Police Officer if you need help.

Please remember we do not want you to complete a surveillance log on this person or premises. You need only to record instances of actual nuisance that caused you concern e.g. noting that a person took the children to school at 08:50am is of no evidential use.

Don't forget that '*how an incident made you feel*' is very important and you should record how you felt at that time, whilst the nuisance was taking place.

ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY LOG

Name: **Mr. Joe Brown** _____

Address: **29, Any Street, Aylesbury, Bucks. HP99 9AS** _____

| | | |
|---|------------------------------|-------------------------------|
| Date: Monday 5th April 2004 | Time Started: 09:00am | Time Finished: 12:10pm |
| Location: 25 Any Street, Aylesbury, Bucks HP99 9AS | | |
| Suspect Name / Description: Mr Smith | | |
| Details Of Incident: Loud music from hi-fi for 3 hours | | |
| Did you take any action? Went round to the house to knock & ask him to turn the music down – no reply. Recorded incident on log sheet. | | |
| How did the incident affect you? Unable to sleep after working nights | | |
| Signature Joe Brown | Date | 05/04/04 |

| | | |
|--|------------------------------|--------------------------------|
| Date: Thursday 08/04/2004 | Time Started: 10:00am | Time Finished: 10:45 am |
| Location: The garage roof of no. 31 Any Street, Aylesbury | | |
| Suspect Name / Description: Charlie Peacock (9 years) & Sally Peacock (7 years) (My next door neighbours children). | | |
| Details of Incident: Both children were standing on their garage roof throwing stones into my garden | | |
| Did you take any action? Spoke to their mother, Mrs Peacock who shouted at me and called me an "idiot" (Please put exact words used) | | |
| How did the incident affect you? Worried that the children could fall and was also annoyed as they could have smashed my patio window – the children should be at school. | | |
| Signature Joe Brown | Date | 05/04/04 |

ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY LOG

Your Name: _____

Your Address: _____

We will not disclose your identity to the person(s) you are complaining about, without your written consent. However any information given on this form may be given to the offender(s) if the case goes to court.

You do not have to give your name & address on this form, but if you do not, we will be unable to invite you to make a witness statement/go to court. This will mean that the information you give us will not carry as much weight. It will also limit the actions we can take to help you.

(PTO for more logs)

| | | |
|--|---------------------|----------------------|
| Date: | Time Started: | Time Finished: |
| Location: | | |
| Suspect Name / Description: | | |
| | | |
| Details Of Incident: | | |
| | | |
| | | |
| | | |
| | | |
| Did you take any action? | | |
| | | |
| | | |
| How did the incident affect you? | | |
| | | |
| | | |
| Signature | | Date |

| | | |
|--|---------------------|----------------------|
| Date: | Time Started: | Time Finished: |
| Location: | | |
| Suspect Name / Description: | | |
| | | |
| Details Of Incident: | | |
| | | |
| | | |
| | | |
| | | |
| Did you take any action? | | |
| | | |
| | | |
| How did the incident affect you? | | |
| | | |
| | | |
| Signature | | Date |

ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY LOG (CONTINUED)

(Continued)

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

Details Of Incident:

.....

.....

.....

Did you take any action?

.....

How did the incident affect you?

.....

Signature Date

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

Details Of Incident:

.....

.....

.....

Did you take any action?

.....

How did the incident affect you?

.....

Signature Date



ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY LOG (CONTINUED)

Your Name: _____

Your Address: _____

(P.T.O for more logs)

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

Details Of Incident:

.....

.....

.....

Did you take any action?

.....

.....

How did the incident affect you?

.....

.....

Signature _____ Date _____

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

Details Of Incident:

.....

.....

.....

Did you take any action?

.....

.....

How did the incident affect you?

.....

.....

Signature _____ Date _____



ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY LOG (CONTINUED)

(Continued)

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

.....

Details Of Incident:

.....

.....

.....

.....

Did you take any action?

.....

.....

How did the incident affect you?

.....

.....

Signature Date

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

.....

Details Of Incident:

.....

.....

.....

.....

Did you take any action?

.....

.....

How did the incident affect you?

.....

.....

Signature Date



ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY LOG (CONTINUED)

Your Name: _____

Your Address: _____

(PTO for more logs)

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

Details Of Incident:

Did you take any action?

How did the incident affect you?

Signature

Date

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

Details Of Incident:

Did you take any action?

How did the incident affect you?

Signature

Date



Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

Details Of Incident:

.....

.....

.....

Did you take any action?

.....

How did the incident affect you?

.....

Signature Date

Date: Time Started: Time Finished:

Location:

Suspect Name / Description:

.....

Details Of Incident:

.....

.....

.....

Did you take any action?

.....

How did the incident affect you?

.....

Signature Date

Have you reported the problems to anyone else? Yes / No

Please tick appropriate: Police Environmental Health Registered Social Landlord

Other (Please specify) _____

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS LOG SHEET

Please return to: PC 4249 Smith, ASB Officer, Police Station, Wendover Road, Aylesbury, Bucks. HP21 7LA



**CONSENT TO DISCLOSURE AND OBTAINING
OF INFORMATION.**

I (Name)..... of

(Address).....
.....

have made a complaint about anti-social behaviour to Aylesbury Vale District Council.

As part of their investigation I consent to Officers or agents of Aylesbury Vale District Council contacting any organisation or group and **obtaining any information** which relates to me or my household.

I also consent to Officers or agents of Aylesbury Vale District Council contacting any organisation or group and **disclosing any information** which relates to me or my household.

I understand that I may withdraw my consent at any time but that this information may still be obtained or disclosed if it is necessary for any of the purposes of the Crime and Disorder Act 1998 and the principles of the Data Protection Act 1998 have been met.

I am also aware that in most cases it is impossible to investigate a complaint without the perpetrator(s) eventually identifying the complainant. I understand that often the description of events may enable the perpetrator(s) to guess who the complainant is.

Also the perpetrator(s) may become aware of my identity if the case goes to Court.

Whilst the majority of cases do not go to Court we need your help to resolve the problem you are experiencing. Please help us to help you.

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