



Incident Log

Many neighbour disputes can be resolved by talking with the other person calmly. However we aim to take action quickly if this approach fails or someone's behaviour is seriously anti social. Agencies such as the Police and the Council can only take the relevant action if we have evidence. You can help by keeping an Incident Log of everything that happens.

You Must:

- Complete the log yourself
- Record the incidents or events immediately after they occur, or as soon as possible afterwards.
- Make a separate entry for each incident
- Make sure your name, address, signature and the date are on every sheet you submit

It would be helpful if:

- You record the date and time of the incident (denote am or pm)
- You State where the incident occurred
- The details of the incidents are in logical order
- You refer to people by name where possible. If not write down a description of the person
- You try to use precise wording when detailing verbal abuse, even if offensive.
- You make a note of the incident number if the Police are called.

Once completed please send in enclosed envelope to: Robert Smith, Anti Social Behaviour Officer, Council Offices, Hayfield Road, Chapel-en-le-Firth, High Peak, SK23 0QJ

